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(NEW CLASS)

CLASS TITLE: LABORATORY TRAINEE

CODE: 2401

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in the capacity of a trainee, learns the skills required to do a variety of laboratory work starting with a basic introduction to equipment, materials, liquid solutions, techniques, and progressing to the performance of elementary laboratory work, with close watch over all specific details in the cleaning and preparing of laboratory equipment for a variety of tests; assists in the preparation of simple solutions; engages in on-the-job training and participates in a related educational program to help the trainee perform laboratory work.

Requires responsibility for: Following established methods and procedures and well-defined instructions, both oral and written; attending prescribed education program. Nature of work involves some exposure to minor accidents, toxic solutions, and disagreeable elements.

EXAMPLES OF DUTIES:

1. Receives training in the cleaning and sterilization of laboratory glassware and equipment.
2. As a trainee, learns a variety of laboratory techniques and procedures.
3. Learns fundamentals of mixing various liquid solutions.
4. Learns to set up equipment and materials for laboratory tests; may assist laboratory helpers and technicians in simple tests.
5. Learns to index laboratory records dealing with various tests and work performed.
6. May perform routine clerical work involving light typing; may assist in requisitioning supplies.

MINIMUM QUALIFICATIONS:

Persons appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar Federal and State legislation is intended to benefit.

Training and Experience: Completion of the orientation period established by the California State Employment Service.

Knowledge, Abilities and Skills: Requires aptitude to learn laboratory work; possession of some manual dexterity.

Requires Ability to: Learn to follow oral and written instructions; to adapt to conditions and requirements of a laboratory.

ADOPTED: May 26, 1969

CLASS TITLE: LABORATORY HELPER

CODE: 2402

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs a variety of simple, routine, non-professional laboratory duties, such as cleaning and preparing glassware and equipment; preparing simple solutions and assisting in setting up test equipment; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures; preventing moderate losses through the efficient handling and safeguarding of equipment, materials and supplies; making regular personal contacts with other than coworkers; keeping routine records. Work area may be somewhat disagreeable and may include exposure to minor accident or health hazards.

EXAMPLES OF DUTIES:

1. Washes and dries glassware in chemistry laboratory, using detergents, rinsing acid solutions and distilled water; dries equipment and stores in proper place according to type, volume and intended use; cleans laboratory as directed or as necessary.

2. Pipettes small amount of reagents into test tubes for specific purposes; makes up percentage reagents for chemical laboratory according to established procedures and purposes.

3. Prepares filtrate setups in conjunction with blood transmissions; measures reagents into flasks, prepares funnels, tubes and filter paper setup; and arranges laboratory glassware and reagents in proper sequence.

4. May work in a bacteriological laboratory and assist with cleaning operations, supplying necessary chemicals, test tubes, bottles and supplies; sterilizes all bacteriological specimens and glassware.

5. Assists in preparing bacteriological cultures for use by technicians; uses analytical balance; dispenses media into bottles; prepares periodical pipettes and other test equipment.

6. Sterilizes needles, syringes and instruments used by technicians; may perform related miscellaneous duties such as keeping solution bottles filled, required supplies on hand and preparing labels for accurate and specific designations of solutions.

7. May keep simple records of tests and work performed, as directed by laboratory technicians.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by one year of experience in performing the duties of a laboratory helper as described above; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: special care and handling of laboratory glassware; methods and procedures used in thorough cleaning and sterilizing of laboratory equipment; correct procedures used in making up simple chemical reagents and media.

Requires elementary skill and ability to: make simple calculations; make and keep simple records and reports; follow written and oral instructions; get along well with others.

PROMOTIVE LINES: To: Senior Pharmacy Helper

From: Original entrance examination
Porter

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR LABORATORY ASSISTANT

CODE: 2403

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a variety of responsible non-professional tasks in a laboratory in the preparation of materials and equipment used in laboratory activities; may supervise a small group of subordinates so engaged; and performs related duties as required.

Requires responsibility for: carrying out and explaining to other laboratory personnel established methods and procedures relative to laboratory activities; routine personal contacts with hospital personnel; maintaining a variety of records on receipt and disbursement of laboratory supplies and on other activities. Work areas may be somewhat disagreeable and may include exposure to minor accident and health hazards.

EXAMPLES OF DUTIES:

1. Processes and cleans glassware for the biochemistry, steroid-lipid and hematology sections with close attention to specific procedures involved in the handling of glassware for each department; prepares specialized laboratory equipment to be used in the various sections of the laboratory, such equipment involving difficult or delicate handling; perform or supervises the cleaning and preparation of isotope equipment and glassware; personally handles more delicate equipment employed in isotope procedures.

2. May supervise and assign work to a group of subordinate employees engaged in the cleaning, care and preparation of a variety of laboratory equipment; maintains records of supplies received and disbursed; keeps inventory of supplies and equipment and other records of laboratory operation; assures that proper bacteriological supplies and equipment are on hand; maintains an inventory of culture media and related reagents.

3. Assures that supplies and equipment necessary for specific procedures are set up in the chemistry, hematology and steroid laboratories; may, in the absence of the supervisor, assume responsibility for the receipt of shipments of supplies and equipment.

4. Prepares a variety of stains and reagents used in the microbiology section and in the ward laboratories for routine tests such as urinalysis, gastric analysis, red and white blood cell counts; pipettes accurately small volumes of reagents into test tubes and other containers used for the collection of specimens.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by three years of experience in performing the duties of a laboratory helper as described above or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: methods and procedures employed in the supply, cleaning, care and setting up of a wide variety of materials and supplies used in the laboratory; procedures used in making up a variety of simple chemical preparations and media.

CLASS TITLE: SENIOR LABORATORY ASSISTANT
(Cont'd)

CODE: 2403

Requires ability to make arithmetic calculations; keep records of activities and procedures supervised and followed; explaining methods and procedures to subordinates.

PROMOTIVE LINES:

To: No normal line of promotion

From: Laboratory Assistant

ADOPTED: 2/17/66

(NEW CLASS)

CLASS TITLE: LABORATORY APPRENTICE

CODE: 2404

CHARACTERISTICS OF THE CLASS:

Under close supervision, performs bacteriologic, parasitologic, serologic and related laboratory tests and examinations in a training capacity; receives orientation and guidance in the application of laboratory methods in various aspects of public health microbiology; and performs related duties as required.

Requires responsibility for: Following established methods and procedures in learning the skills required to perform scientific tests and investigations in a public health laboratory.

DISTINGUISHING FEATURES:

As a trainee, receives instruction on a rotational basis through the various functional areas of the public health microbiology laboratory. This classification is designed to provide training of college graduates in microbiological techniques. Such training is required in order to meet the State of California legal requirements for certification as a Public Health Microbiologist.

EXAMPLES OF DUTIES:

1. Performs microbiological examinations for the detection and identification of microbial agents of disease using well defined procedures.
2. Performs microbiological examinations of water, dairy products and shell fish in order to determine their fitness for human consumption.
3. Performs serological and biochemical examinations to assist in the detection, definition and control of diseases.
4. Assists in the preparation of stains, culture media and reagents; performs other laboratory examinations as required.
5. Reads assigned material from scientific literature relating to microbiological theory and procedure, public health principles, and other pertinent subjects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in medical or public health bacteriology or microbiology.

A major other than those listed above may be substituted provided the transcript shows completion of 24 semester units in courses associated with public health bacteriology and microbiology as determined by the Department of Public Health.

Applicants must secure approval as a Public Health Microbiologist Trainee from the State of California Department of Public Health prior to the start of their training.

Knowledge, Abilities and Skills: Requires some knowledge of: The fundamentals of bacteriology, parasitology, serology, mycology, virology, hematology, and of related laboratory procedures and techniques.

Requires ability and skill to: Use and care for various items of laboratory equipment commonly used in a medical laboratory; follow oral and written instructions and keep accurate records of laboratory work.

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs a number of simple, routine non-professional tasks in an institution pharmacy in connection with the filling of drug orders; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures; achieving moderate economies and/or preventing moderate losses through the careful handling and safeguarding of pharmacy equipment, materials and supplies; making limited personal contacts with patients and other members of the staff; keeping simple records. Work involves occasional exposure to health and accident hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Prepares various simple solutions such as mouthwashes, salt solutions, and others; fills bottle containers and places in stock.
2. Fills small containers of non-prescription drugs from bulk containers.
3. Washes bottles, jugs and other containers.
4. Unpacks cases and other containers of non-prescription drugs and stores same.
5. Fills drug orders for many non-prescription items carried in a pharmacy, from written or oral orders.
6. Picks up empty metal drug boxes; delivers filled containers to those ordering drugs and pharmacy materials and supplies.
7. Keeps the pharmacy in clean and orderly condition.
8. May perform the duties of a porter or messenger; and performs related and miscellaneous tasks, as required or directed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by one year of experience in performing the duties of a porter, shipping and/or receiving clerk, stock boy or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires general working knowledge of stockroom duties and procedures.

Requires ability to: follow oral and written instructions and directions; get along well with others; stoop, reach, lift and carry.

PROMOTIVE LINES:

To: Senior Pharmacy Helper

From: Original entrance examination
Porter

CHARACTERISTICS OF THE CLASS:

Under supervision, performs the duties of a pharmacy helper in the simple, non-professional tasks involved in filling drug orders in an institution pharmacy; in addition, directs the work of a small crew of pharmacy helpers in performing such duties; and performs related duties as required.

Requires responsibility for carrying out and explaining existing methods and procedures; achieving moderate economies and/or preventing moderate losses through the enforcing of careful handling and safe-guarding of pharmacy equipment, materials and supplies; making limited personal contacts with patients and other members of the staff; keeping and checking routine records and reports. Work involves occasional exposure to health and accident hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises a number of pharmacy helpers and/or participates in the filling of requisitions for drugs and medical supplies for all wards throughout a hospital.
2. Supervises and participates in the preparation of various solutions such as liquid soaps, rubbing solutions, mouth washes and other simple compounds.
3. Supervises and participates in the filling of orders for drugs, sutures, tubing, catheters, glassware and other items carried in the pharmacy storeroom.
4. Receives deliveries from main storeroom; inspects, counts and segregates supplies received from various vendors.
5. Assigns and checks work of a number of pharmacy helpers such as collecting drug boxes from wards, selecting items and filling orders as directed by the pharmacist, delivering orders to wards.
6. Supervises and participates in keeping the pharmacy in a clean and orderly condition.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by two years of experience in performing the duties of a pharmacy helper, shipping and/or receiving clerk, stock boy, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good working knowledge of pharmacy stockroom items and procedures.

Requires ability to follow oral and written instructions and directions; issue directions effectively to others; prepare and check simple records and reports; judge adequacy of employee work performance; get along well with others; stoop, lift and carry.

CLASS TITLE: SENIOR PHARMACY HELPER (continued)

CODE: 2408

PROMOTIVE LINES:

To: Porter Foreman

From: Pharmacy Helper
Laboratory Helper

(NEW CLASS)

CLASS TITLE: PHARMACY TECHNICIAN

CODE: 2409

CHARACTERISTICS OF THE CLASS:

Under supervision, assists registered pharmacists in performing nonprofessional duties in an institutional pharmacy; receives, inspects, stores, and fills orders for pharmaceutical supplies; and performs related duties as required.

Requires responsibility for: Assisting registered pharmacists in carrying out existing methods and procedures for the operation of an institutional pharmacy; safeguarding and accounting for medical supplies, including drugs entrusted to his care; making limited personal contacts with physicians, nurses and other members of the institution staff. Nature of work involves continuous close attention to detail and some exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Maintains drug stock levels; verifies drug deliveries against invoices; inspects and stores drugs.
2. Receives, fills and delivers medicinal orders to clinics and wards; refills prescriptions for patients; prepares prescriptions for pharmacists to check and complete; maintains patient drug profiles.
3. Records all necessary information for billing patients for medication; prices prescriptions and requests payment when indicated.
4. Prepackages and labels noncompounded or stock drugs for delivery.
5. Delivers controlled drugs, narcotics and alcohol; maintains control records.
6. Prepares individual unit-doses and delivers to appropriate unit for dispensing; prepares unit-dose injectables; mixes I.V. solutions; compounds ointments, oral medications, special capsules and liquids.
7. Performs housekeeping duties in connection with maintaining his work area in a neat and orderly fashion.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least two years of experience in pharmacy or related work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: The methods and procedures involved in the proper handling, dispensing and storing of pharmaceutical materials; basic labeling, measuring and weighing devices.

Requires ability to: Make accurate arithmetical computations; understand and carry out oral and written instructions; keep accurate records; lift and move heavy objects.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Entrance examination

Adopted: 9/17/73

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL LABORATORY ATTENDANT

CODE: 2410

CHARACTERISTICS OF THE CLASS:

Under direct supervision, assists in performing routine work as an aide to the certificated staff in the preparation and maintenance of laboratory equipment, records, and supplies; and performs related duties as required.

Requires responsibility for: carrying out instructions; assisting in the storage of equipment and supplies; frequent contacts with teachers and students.

EXAMPLES OF DUTIES:

1. Sets up and distributes laboratory aids, apparatus, equipment and materials for laboratory use; safeguards laboratory supplies and equipment against breakage, spoilage or theft.

2. Stores laboratory equipment and supplies; inspects equipment for obvious and minor damage; maintains inventory and records of supplies.

3. Checks materials and equipment in and out of school laboratories and assists the instructor in setting up demonstrations, experiments, and equipment.

4. Cleans equipment and supplies; assists certificated staff in presentations requiring laboratory equipment; assists certificated staff in preparation of records and reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires attendance at high school, including completion of at least one laboratory course in chemistry, physics, language arts, or the social sciences.

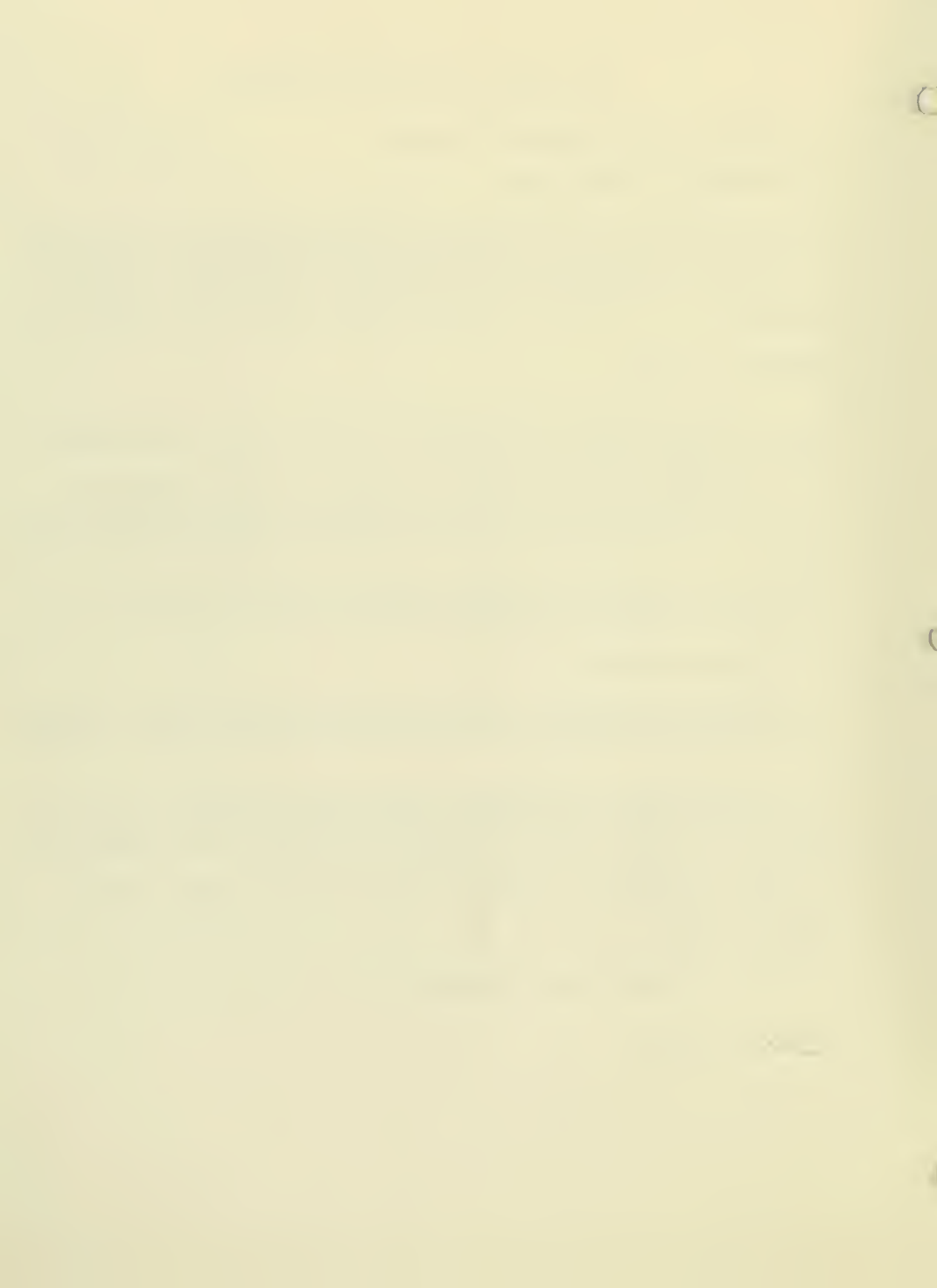
Knowledge, Abilities and Skills: Requires some knowledge of laboratory techniques as used in high school chemistry, physics, language arts, or liberal arts classes; terminology in one of these fields; use of laboratory equipment specific to one of these areas.

Requires ability to: follow oral and written instructions; learn to use simple implements or equipment.

PROMOTIVE LINES:

To: No normal lines of promotion.

ADOPTED: 3/17/66



CLASS TITLE: SCHOOL LABORATORY ASSISTANT

CODE: 2412

CHARACTERISTICS OF THE CLASS:

Under supervision, performs routine work in connection with the preparation and maintenance of laboratory equipment and supplies in a bio-chemistry laboratory at a high school; and performs related duties as required.

Requires responsibility for: carrying out instructions; assisting in the prevention of damage or loss of laboratory equipment; frequent contact with teachers and students.

EXAMPLES OF DUTIES:

1. Prepares, assembles, sets up and distributes laboratory apparatus, equipment, audio-visual aids, materials and reagents for bio-chemistry classes and laboratory experiments; attends laboratory when in use and assists the teacher as needed; safeguards all laboratory supplies and equipment against breakage, spoilage or theft; may organize and instruct a student volunteer group to assist him in carrying out his duties.

2. Stores, maintains and makes minor repairs to laboratory equipment; constructs simple laboratory apparatus when needed; receives and checks laboratory supplies as they arrive.

3. Maintains an inventory of laboratory supplies; types reports for teachers; prepares stencils and mimeograph material used in science classes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, including at least two laboratory courses in chemistry.

Knowledge, Abilities and Skills: Requires some knowledge of: laboratory techniques as used in high school chemistry classes; chemistry terminology; use of laboratory equipment.

Requires ability to: follow oral and written instructions; supervise student laboratory assistants; use the typewriter; perform simple clerical tasks.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: BACTERIOLOGICAL LABORATORY
ASSISTANT**

**JOB CODE: 2416
Business Unit: COMMN**

Definition:

Under supervision, assists laboratory analysts in processing samples, performing laboratory examinations and quality control.

Distinguishing Features:

This job code is distinguished from job code 2402 Laboratory Helper in that job code 2416 Bacteriological Laboratory Assistant provides more complex and difficult laboratory assistance and works under supervision, while the Laboratory Helper works under immediate supervision.

Supervision Exercised:

No supervision exercised.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Centrifuges blood specimens and transfers serum or plasma aseptically to a sterile container for testing or storage.
2. Processes clinical specimens for TB detection by treating specimens with reagents, concentrating material and inoculating culture media.
3. Enters patient data and specimen information into computer system to prepare computerized worksheets and reports.
4. Prepares media and reagents for bacteriological laboratory tests, prepares various laboratory supplies and equipment.
5. When assigned to the Water Quality Laboratory, receives and processes water samples; enters data, generates worksheets and maintains document control; prepares and sterilizes media, reagents, supplies and maintains inventory; washes glassware and decontaminates laboratory wastes; prepares samples by organic extraction; performs basic chemistry analyses; may assist in performing microbiological analyses and quality control; may collect water samples.
6. Perform related duties as assigned.

DOCUMENTS DEPT.

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**JOB CODE TITLE: BACTERIOLOGICAL LABORATORY
ASSISTANT**

**JOB CODE: 2416
Business Unit: COMMN**

Job Related and Essential Qualifications:

Knowledge of: names, uses and care of common laboratory equipment and supplies; laboratory methods, including the preparation of common media, reagents and other solutions.

Ability to: communicate orally; properly handle and dispose of chemicals and infectious materials; perform duties according to detailed instructions and established procedures; work efficiently with and maintain laboratory equipment; prepare culture media, reagents, laboratory supplies; maintain laboratory records; perform data entry, word processing.

Experience and Training Guidelines:

Training and Experience:

- Requires one (1) year of experience, within the last five years performing duties comparable to those of a Bacteriological Laboratory Assistant; OR
- Six (6) months of experience, within the last five years performing duties comparable to those of a Bacteriological Laboratory Assistant; AND completion of one college laboratory course in Chemistry or a Biological science; OR
- Completion of two college laboratory courses in Chemistry or Biological Science.

ADOPTED: 1/12/61

AMENDED: 3/10/00

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HISTOLOGY TECHNICIAN

CODE: 2420

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs specialized laboratory techniques in preparing human tissue specimens for pathological examination in order to provide data on the functioning of tissues and organs relative to the cause and progress of diseases; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures; achieving minor economies and/or preventing minor losses through careful use and handling of related equipment; making routine personal contacts with other employees; preparing and maintaining related technical records. Nature of work involves some exposure to minor cuts, abrasions and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Receives specimens of human tissues from pathologists; prepares samples for tests; places in technicon for processing.
2. Imbeds tissue in wax blocks; mounts each block separately in microtime clamps; slices block tissue as required; floats sliced tissue in water bath and mounts on microscopic slides.
3. Prepares routine and special stains as instructed by pathologist; stains tissue sections; labels slides and submits to pathologist for interpretation; files completed slides.
4. May perform related clerical work, including coding of autopsy and surgical diagnoses; files all diagnoses with respective patient's history cards; keeps autopsy and surgical diagnoses books; requisitions supplies for pathological laboratory; cleans and services laboratory equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college or university education, with major course work in chemistry and zoology or an equivalent combination of training and experience.

Requires at least two years of practical experience in tissue technician work in a laboratory approved by the American Society of Clinical Pathologists; or an equivalent combination of training and experience.

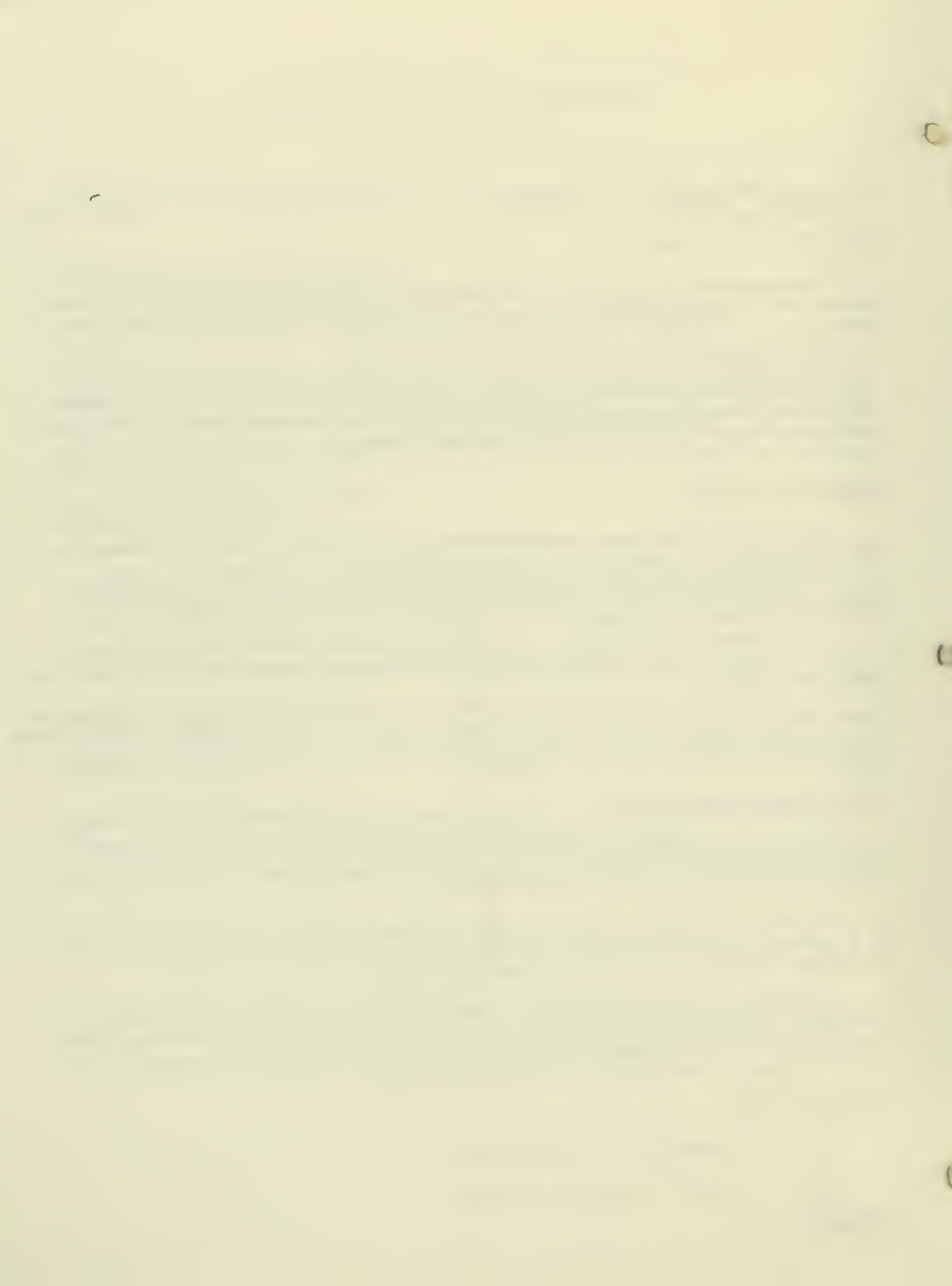
Knowledge, Abilities and Skills: Requires thorough technical and working knowledge of the: methods and procedures for fixing, cutting and imbedding human tissue sections; techniques of staining, mounting and microscopic examination of tissue slides; related medical terminology involved.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

AMENDED
Adopted 5/11/67



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RADIOLOGIC TECHNOLOGIST INTERNE

CODE: 2423

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in accordance with well-defined policies and procedures, performs various routine phases of radiologic technology work in a trainee capacity; engages in on-the-job training in order to learn to apply modern techniques used in the more complex radiologic procedures; and performs related duties as required.

DISTINGUISHING FEATURES:

Internes have already completed a total of 1,000 hours clinical experience during their externship. They are expected to complete 1,400 hours during the internship period which lasts for eight and a half months. Internes may be assigned to evening, weekend and holiday shifts so as to be assigned to a greater variety of difficult and trauma cases. They may be assigned to surgery or to a trauma center under supervision.

Internes should be able to staff all general diagnostic radiographic rooms with the exception of those areas which involve use of complex procedures; assignments to those areas are performed under instruction. Upon completion of the internship period, internes will be qualified for and are expected to take the examination for the American Registry of Radiologic Technicians. Possession of such registration will enable them to qualify for examination for classification 2425 Radiologic Technician I.

EXAMPLES OF DUTIES:

1. May take routine radiographic examinations of an uncomplicated nature.
2. May select proper technical factors on an individual basis and may operate radiographic equipment.
3. May position patients, utilize immobilization devices and make radiographic exposures as required.
4. May select correct size of film and label each film for subsequent filing and identification.
5. May take portable radiographs, under supervision, throughout the hospital when patients cannot be brought to the Radiology Department.
6. May provide protection to the patient through collimation and lead shielding in accordance with prescribed safety standards.
7. Assists in laboratory processing of films by both manual and automatic methods; assists in processing room operations.
8. May transfer the patient to the ward in the absence or shortage of x-ray lab aides.
9. Assists in keeping x-ray rooms and equipment in clean and working order.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires an affiliation with the City College of San Francisco, having completed 1,000 clinical hours of radiologic procedures at San Francisco General Hospital or any other hospital affiliated with the Radiologic Technology Program at City College of San Francisco.

CLASS TITLE: RADIOLOGIC TECHNOLOGIST INTERNE

CODE: 2423

MINIMUM QUALIFICATIONS: (continued)

Knowledge, Abilities and Skills: Requires good working knowledge of: the techniques of radiography and related procedures.

Requires skill and ability: to effectively carry out oral and written instructions regarding radiographic procedures; apply technical knowledge and skill acquired to practical hospital situations; aptitude to learn the methods and techniques of complex radiologic procedures.

(NEW CLASS)

Adopted: 7/19/76

CLASS TITLE: X-RAY LABORATORY AIDE

CODE: 2424

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs a number of duties in assisting with the taking and processing of X-ray films; assists in transporting, handling and positioning patients; assists physician or X-ray technician during examinations; works in dark room, developing and processing exposed film; keeps related files and records; and performs related duties as required.

Requires normal responsibility for: following established instructions, methods and procedures; achieving minor economies and/or preventing minor losses through proper handling of equipment, materials and supplies, and processing of X-ray films; making routine contacts with other employees and individual patients; keeping routine records of patients' X-rays. Nature of work involves some exposure to illness or accident hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Performs a number of duties in assisting with taking X-ray pictures and processing X-ray films; dispatches orderlies for patients designated for X-ray examination by attending physicians; helps with patients when needed; assists in placing patients on table and helps X-ray technician in positioning seriously ill patients.

2. Assists physician and patient with fluoroscopic examinations; mixes barium solutions for special examinations; cleans equipment and facilities after completion of examination.

3. Works in dark room; fills developing tanks with solutions and wash waters; takes temperature of solutions; opens film packs and places them on hangers in developer for the proper time; transfers to washing baths and fixing solutions; removes film on hangers for drying process.

4. Sorts film in drying room; may sort out wet film for emergency readings by physicians, when required; prepares dry film for subsequent indexing and filing.

5. Keeps log of all patients and X-ray data; may perform other related and miscellaneous duties as required, including taking and processing 70 MM (mini-films).

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by three months of special training or experience in hospital X-ray procedures and related film processing operations in dark room and drying room; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge and ability sufficient to follow specific instructions and directions in assisting X-ray technicians and in the laboratory processing of X-ray films.

CLASS TITLE: X-RAY LABORATORY AIDE (continued)

CODE: 2424

Requires skill in accurately identifying, indexing and filing individual patient's films.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

3/74

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RADIOLOGIC TECHNOLOGIST I

CODE: 2425

CHARACTERISTICS OF THE CLASS:

Under supervision, performs routine radiographic procedures to assist medical officers in diagnosis of diseases and injuries; maintains records of X-rays taken; assists the radiologist in administering opaque media and in performing first aid as necessary; practices sterile technique and prevents cross-contamination; and performs related duties as required.

Requires responsibility for: Following established radiographic methods, techniques and procedures; making routine contacts with physicians, surgeons, other employees and individual patients; keeping routine records and reports of radiographic examinations for subsequent diagnostic or reference purposes. Nature of duties involves some exposure to accident and health hazards and disagreeable elements, especially in x-ray laboratory procedures.

EXAMPLES OF DUTIES:

1. Takes routine radiographic examinations of an uncomplicated nature.
2. Selects proper technical factors on an individual basis and operates radiographic equipment.
3. Positions patients, utilizes immobilization devices, and makes radiographic exposures as required.
4. Selects correct size of film, labels each film for subsequent filing and identification.
5. Takes portable radiographs throughout the hospital when patients cannot be brought to the Radiology Department.
6. Provides protection to the patient through collimation and lead shielding in accordance with prescribed safety standards.
7. Processes or assists in laboratory processing by manual and automatic methods all radiographs taken.
8. Transfers the patient to or from the ward in the absence or shortage of x-ray laboratory aides.
9. Responsible for keeping radiographic room and equipment in clean and working order.

MINIMUM QUALIFICATIONS:

Requires completion of high school, supplemented by completion of approved course in radiologic technology and technique.

Knowledge, Abilities and Skills: Requires good working knowledge of the techniques of radiography and related procedures.

Requires skill and ability to effectively carry out oral and written instructions in radiographic and fluoroscopic procedures; to efficiently care for patients in the efficient operation of the department.

License: Current permanent license issued by State of California as a Certified Radiologic Technologist. Registration with the American Registry of Radiologic Technologists is desirable.

PROMOTIVE LINES:

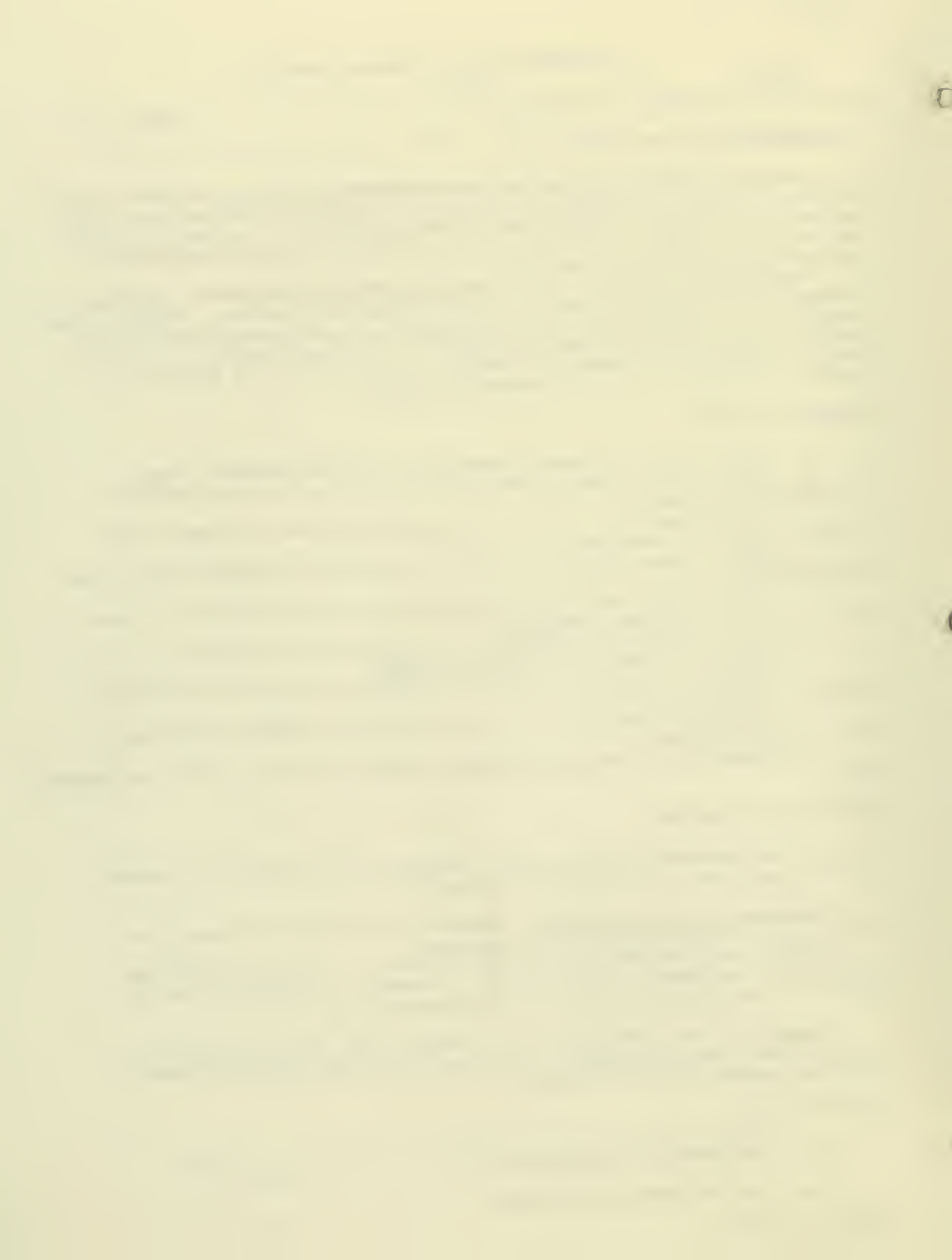
To : 2426 Radiologic Technologist II

From: Original Entrance Examination

Adopted: 3/25/74

DOCUMENTS

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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RADIOLOGIC TECHNOLOGIST II

CODE: 2426

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs radiographic procedures of a complex nature; maintains records of radiographs taken; assists the radiologist in administering opaque media and in performing first aid as necessary; practices sterile techniques and prevents cross contamination; and performs related duties as required.

Requires responsibility for: Following established radiographic methods, techniques and procedures; making routine contacts with physicians, surgeons, other employees and individual patients; keeping routine records and reports of radiographic examinations for subsequent diagnostic or reference purposes. Nature of duties involves some exposure to accident and health hazards and disagreeable elements, especially in x-ray laboratory procedures.

EXAMPLES OF DUTIES:

1. Takes routine radiographic examinations of a traumatic or complicated nature with high degree of expertise.
2. Selects proper technical factors on an individual basis and operates radiographic equipment.
3. Positions patients, utilizes immobilization devices, and makes radiographic exposures as required.
4. Selects correct size of film, labels each film for subsequent filing identification.
5. Takes portable radiographs throughout the hospital when patients cannot be brought to Radiology Department.
6. Provides protection to the patient through collimation and lead shielding in accordance with prescribed safety standards.
7. Processes or assists in laboratory processing by manual and automatic methods of all radiographs taken; may assist in drying room operations as time allows.
8. Transfers the patient to or from the ward in the absence or shortage of x-ray laboratory aides.
9. Responsible for keeping radiographic room and equipment in clean and working order.
10. May assist in instruction of student technologists and in-service education of staff.

MINIMUM QUALIFICATIONS:

Requires completion of high school, supplemented by completion of approved course in radiologic technology and technique supplemented by two years of recent, full-time, paid experience as a staff Radiologic Technologist under the direction of a qualified radiologist, or one year of experience in the class of staff Radiologic Technologist in the service of the City and County of San Francisco.

Knowledge, Abilities and Skills: Requires good working knowledge of the techniques of radiography and related procedures.

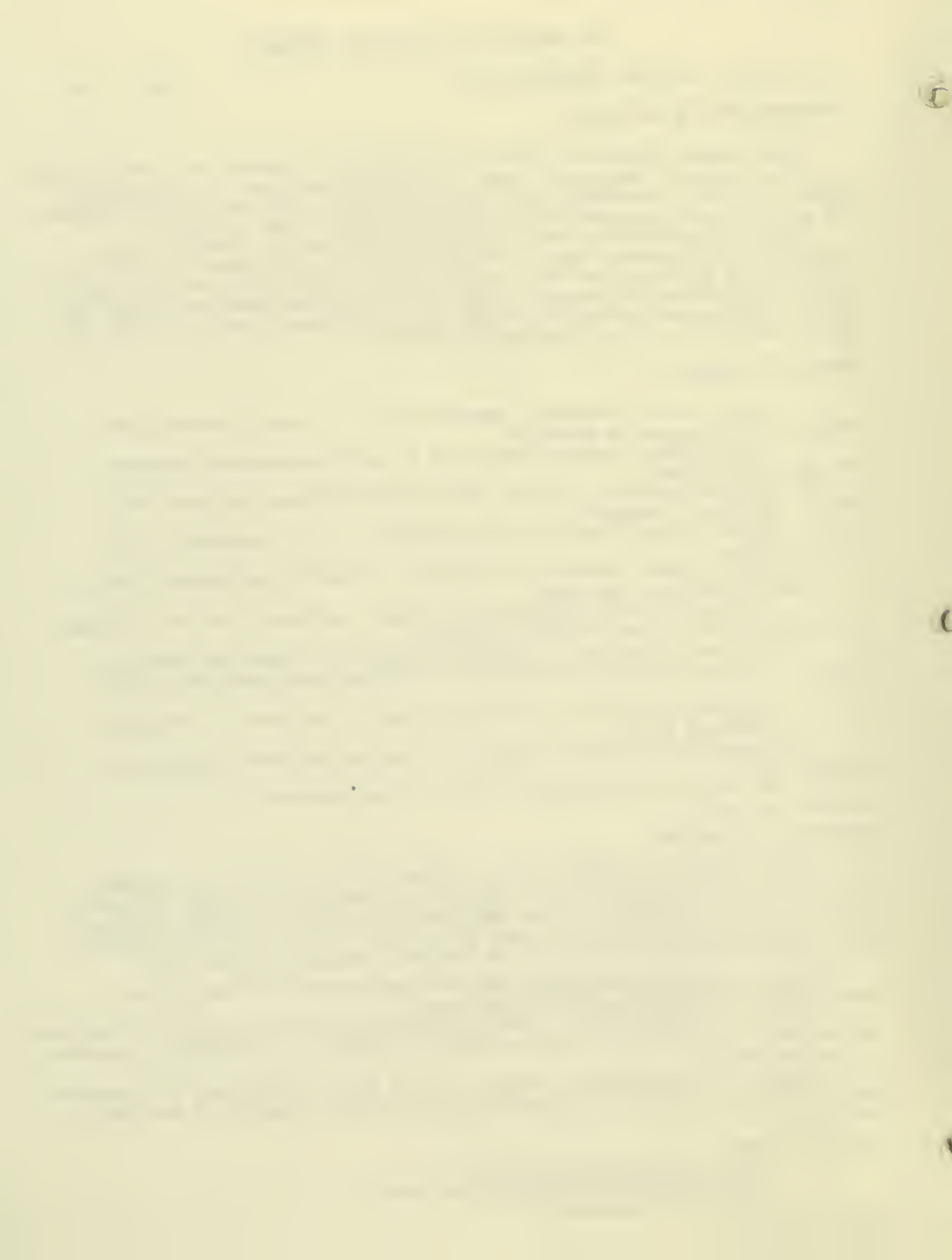
Requires skill and ability to effectively carry out oral and written instructions and radiologic procedures; to cooperate with all personnel in the efficient operation of the department.

License: Current permanent license issued by State of California as a Certified Radiologic Technologist and registration with the American Registry of Radiologic Technologists.

PROMOTIVE LINES:

- To : 2427 Radiologic Technologist III
2428 Supervising Radiologic Technologist I
From: Radiologic Technologist

Adopted: 3/25/74



CLASS TITLE: RADIOLOGIC TECHNOLOGIST III

CODE: 2427

CHARACTERISTICS OF THE CLASS:

Under general direction, performs specialized radiographic procedures to assist physicians in the diagnosis of diseases and injuries; maintains records of radiographs taken; assists the radiologist in administering opaque media and in performing first aid as necessary; practices sterile techniques and prevents cross contamination; and performs related duties as required.

Requires responsibility for: Performing radiography, relying on expertise and knowledge of complicated equipment and procedures; following established radiographic methods, techniques and procedures; making responsible contacts with physicians, employees and individual patients; keeping confidential records and reports of radiographic examinations. Nature of duties involves exposure to accident and health hazards and disagreeable elements, especially in radiographic procedures.

EXAMPLES OF DUTIES:

1. Performs radiographic examinations of a highly technical and complicated nature, as well as routine procedure.
2. May have individual responsibility for a specialized radiographic procedure or service such as major trauma radiography, intensive care radiography, vascular and neurological radiography and cine radiography.
3. May be required to scrub under sterile radiological procedure to assist the physician in placement of catheters and guide wires in vascular exams.
4. Forms catheters for introduction into vascular systems.
5. Takes portable radiographs in surgery and intensive care areas.
6. Selects proper technical factors on an individual basis and operates radiographic equipment.
7. Positions patients, utilizes immobilization devices, and makes radiographic exposures as required.
8. Provides protection to the patient through collimation and lead shielding in accordance with prescribed safety standards.
9. Processes or assists in film processing by manual and automatic methods; may assist in drying room operations as time allows.
10. May participate in the formal teaching of students and new employees.
11. Advises other radiologic staff members as to proper and expeditious technical operations.
12. In the absence of an immediate supervisor, may be required to assume his duties.
13. Participates in studies of use of new techniques, positions and examinations.
14. May be assigned to operate specialized ultrasound equipment in abdominal, OB-GYN, retroperitoneal and intra-cranial evaluations and performs related clerical duties.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of approved course in radiologic technology and technique and one year of full-time, paid experience as a Radiologic Technologist II.

Knowledge, Abilities and Skills: Requires excellent working knowledge of radiology and related procedures, including highly sophisticated radiological equipment.

Requires skill and ability to effectively carry out oral and written instructions and radiological procedures; efficiently care for patient's needs; cooperate with all personnel in the efficient operation of the department; exercise good judgment; perform efficiently under pressure while maintaining speed and accuracy of operation.

CLASS TITLE: RADIOLOGIC TECHNOLOGIST III

CODE: 2427

MINIMUM QUALIFICATIONS: (contd)

License: Current permanent license issued by State of California as a Certified Radiologic Technologist and registration with the American Registry of Radiologic Technologists.

PROMOTIVE LINES:

To : 2428 Supervising Radiologic Technologist I

From: 2426 Radiologic Technologist II

Adopted: 3/25/74

Amended: 2/3/75

CLASS TITLE: SUPERVISING RADIOLOGIC TECHNOLOGIST I

CODE: 2428

CHARACTERISTICS OF THE CLASS:

Under general direction, directs a shift of radiologic technologists and auxiliary personnel in the radiology division; and/or performs difficult and complex radiologic technology; and performs related duties as required.

DISTINGUISHING FEATURES:

The Supervising Radiologic Technologist I supervises the technical work of a staff of radiologic technologists, and ancillary personnel on an assigned shift in a large, technically complex department of radiology, with immediate responsibility for expediting work flow, giving assistance to subordinates with difficult technique or positioning problems, demonstrating methods, instructing students, and coordinating activities to cope with unusually heavy work loads. Direction is received from class 2429 Supervising Radiologic Technologist II

EXAMPLES OF DUTIES:

1. Supervises radiologic technologists and auxiliary personnel in performing radiography and laboratory duties; prepares work schedules; assures that technologists take accurate and correct views of the areas of individual patients as prescribed and indicated by the radiologist in order that completed films will properly depict symptoms and permit correct interpretation and diagnosis.
2. Performs difficult and complex radiographic work in positioning patients, making exposures and developing film.
3. Assures that all patients assigned for radiographs by attending physicians are x-rayed as soon as possible; cooperates and coordinates with various wards in scheduling patients for radiographic examination.
4. Sorts and inspects radiographs that have been taken of each individual patient; maintains records of number of radiographs taken.
5. Requisitions x-ray films, equipment, supplies, and chemicals to replenish stocks on hand, as necessary.
6. In absence of supervisor, assumes those duties necessary to maintain adequate emergency coverage in Radiology Department.
7. Indoctrinates new technologists in departmental routines and techniques.
8. Assists in teaching staff technologists new procedures and equipment.
9. Maintains and upgrades technical aspects of diagnostic radiology.
10. Assists in teaching students radiologic technology.
11. Assigns cases to technologists, based on technologists' ability and experience.

MINIMUM QUALIFICATIONS:

Requires completion of high school, supplemented by completion of an approved course in radiologic technology and technique.

Requires one year of experience at the level of Radiologic Technologist III or two years experience at Radiologic Technologist II level.

Knowledge, Abilities and Skills: Requires thorough theoretical and working knowledge of the techniques of radiography and related procedures.

Requires exceptional skill and ability to: Effectively carry out oral and written instructions and radiographic procedures; plan, organize, assign, supervise, and inspect the work of subordinates.

License: Current permanent license issued by State of California as a certified Radiologic Technologist and registration with the American Registry of Radiologic Technologists.

PROMOTIVE LINES:

To :2429 Supervising Radiologic Technologist II

From:2426 Radiologic Technologist II

Adopted: 3/25/74

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERVISING RADIOLOGIC TECHNOLOGIST II

CODE: 2429

CHARACTERISTICS OF THE CLASS:

Under general direction, exercises technical supervision over the staff and activities of a major division of a large, technically complex hospital radiology department; and/or performs highly difficult and the more complex radiograph procedures; and performs related duties as required.

DISTINGUISHING FEATURES:

Supervising Radiologic Technologist II is distinguished from the next lower level of Supervising Radiologic Technologist I by the fact that the Supervising Radiologic Technologist II assumes major responsibility for the efficient technical operation of a major division of a large radiology department on an around-the-clock basis, while the Supervising Radiologic Technologist I has responsibility for technical supervision on a single assigned shift. Technical and administrative direction is received from the Chief Radiologic Technologist.

EXAMPLES OF DUTIES:

1. Directs, assigns and reviews the technical work of a major division of a large radiology department to ensure that work is completed when needed and that departmental standards of quality are maintained; is responsible for the direction of technical and ancillary personnel with regard to schedules, work areas, and quality; evaluates and counsels subordinates regarding performance, conduct, attendance, and other related matters.
2. Performs a number of personnel functions for assigned unit, such as recommending promotion, discipline, and other administrative actions; works out problems relating to staffing, morale, work methods, procedures, transfer, and recommended action in all personnel matters for assigned staff. Reports to superior unresolved problems.
3. Directs and participates in formal and in-service training programs for Radiologic Technologists and X-ray lab aides in the demonstration of specific techniques and equipment; keeps informed of new procedures, equipment, and methods, and participates in their evaluation.
4. Is responsible for recruitment and training of Student Technologists; directs staff technologists in the application of clinical instruction; conducts student evaluation program.
5. Assumes responsibility for safety regulations in assigned units; interprets departmental and hospital rules and regulations where applicable to subordinate personnel.
6. Assumes responsibility for the preparation of a variety of reports, documents, payroll records, statistical surveys, required administrative records of patients and personnel, budgeting equipment and other related data.
7. Assumes major responsibility for the efficient technical operation of division on around-the-clock basis.
8. Assumes responsibility for requisitioning radiographic films, surgical supplies, contrast medias, chemicals to replenish stocks on hand and surgical equipment; assures that all surgical equipment is sterile and ready for use.
9. May represent the department at administrative conferences and may represent the Chief Radiologist in non-medical aspects of the department's operation.
10. Assumes the duties of the Chief Radiologic Technologist in his absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of an approved course in radiologic technology and techniques.

Requires at least four years of X-ray technician experience, including at least one year in a supervisory capacity, under the direction of a radiologist certified by the American Board of Radiology.

Knowledge, Abilities and Skills: Requires thorough theoretical and working knowledge of the techniques of radiographs and related procedures: the organization and operation of a large, technically complex hospital radiology department: instruction and training techniques.

Requires ability and skill to: Effectively issue and carry out oral and written instructions and radiographic procedures: plan, organize, assign, supervise and inspect the work of subordinates: organize, conduct and evaluate educational and in-service programs.

License: Current permanent license issued by State of California as a Certified Radiologic Technologist and registration with the American Registry of Radiologic Technologist.

PROMOTIVE LINES:

To : 2431 Chief Radiologic Technologist

From: 2428 Supervising Radiologic Technologist I

Adopted: 3/25/74

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MEDICAL EXAMINATION ASSISTANT

CODE: 2430

CHARACTERISTICS OF THE CLASS:

Under supervision, assists a physician in administering a variety of medical tests in a centralized employee examination facility; performs typing and office clerical work in connection with the preparation and maintenance of employee health records; prepares and sets up medical equipment, instruments and supplies; and performs related duties as required.

Requires responsibility for: following established methods and procedures in assisting a physician in the medical examination of appointees; preventing losses through the proper use and handling of medical equipment, instruments, materials and supplies; contacting physicians, hospital personnel and examinees for the purpose of obtaining information on medical histories and treatment; processing medical charts and records and compiling related data and reports as directed. Nature of work requires moderate physical effort with exposure to occasionally disagreeable elements inherent in medical examinations.

EXAMPLES OF DUTIES:

1. Under the direction of a physician, operates an electrocardiograph machine, including reviewing, editing, cutting and mounting individual readings; tests and records visual acuity, color vision, hearing, blood pressure, urinalysis, and temperature as directed.
2. Examines medical history forms for completeness; prepares medical records and forms for examinees; explains medical examination procedures.
3. Posts a variety of information and data in connection with the maintenance of medical records; files medical records and correspondence.
4. Types routine correspondence requiring knowledge of medical examination operations and procedures; occasionally transcribes reports, correspondence and memorandums from dictating equipment.
5. Sterilizes needles, syringes and medical instruments; cleans equipment and performs simple maintenance on same; operates a centrifuge and autoclave.
6. Maintains inventories of materials, supplies and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by one year's experience in performing the duties of a Medical Examination Assistant as described above; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good working knowledge of: electrocardiograph equipment; routine medical examination equipment and instruments, including stethoscope for blood pressure determination, visual acuity charts, otho-rater, color vision charts, audiometer, spirometer, sphygmomanometer, micro-hematocrit, microscope and centrifuge.

Requires a general knowledge of: medical terms; business english and spelling.

CLASS TITLE: MEDICAL EXAMINATION ASSISTANT
(Continued)

CODE: 2430

Requires ability to keep routine records concerning medical examinations; summarize data in report form.

Requires skill to operate electrocardiograph machine and audiometer.

Requires sufficient skill in typing to complete 35 net words per minute.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Entrance examination

ADOPTED: 10/13/66

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF RADIOLOGIC TECHNOLOGIST

CODE: 2431

CHARACTERISTICS OF THE CLASS:

Under general direction of the chief radiologist, exercises overall administrative and technical direction over a large staff of x-ray technicians and ancillary personnel in a large, technically complicated hospital radiology department; assumes overall responsibility for the efficient technical operation of the department on all shifts; and performs related duties as required.

DISTINGUISHING FEATURES:

Class 2431 Chief X-ray Technician is distinguished from the next lower classification of 2429 Supervising X-ray Technician II by the fact that the Chief X-ray Technician is assigned overall responsibility for the technical operation of an entire department of radiology on around-the-clock basis, while the Supervising X-ray Technician II is responsible for a major division of a radiology department. The Chief X-ray Technician receives direction from the chief radiologist, and acts as his principal assistant in the performance of delegated administrative, supervisory, and technical functions.

EXAMPLES OF DUTIES:

1. Assumes responsibility, through subordinate supervisory staff, for the direction, assignment, and review of the work of a large staff of X-ray technicians, registered nurses, and ancillary personnel; is responsible for work schedules, work areas, and quality of work; counsels, instructs, reassigns, and evaluates staff members to promote maximum efficiency and utilization of staff.
2. Assumes responsibility for maintaining technical radiologic services in accordance with standards established by the chief radiologist and such state, local and federal standards as may apply; is responsible for the technical aspects of radiologic safety in the hospital, recommending improvements in safety devices and procedures.
3. Assumes responsibility for the preparation of a variety of reports, documents, payroll records, statistical surveys, and other required data.
4. Acts as a liaison between the chief radiologist and the non-medical staff by mediating individual problems relating to staffing, morale, scheduling, work methods, procedures, discipline, transfers, safety, and other actions regarding assigned personnel; refers unresolved problems to the chief radiologist.
5. Directs and participates in the training of staff technicians, particularly with regard to specialized procedures, may participate in the formulation and direction of a formal training program for student X-ray technicians, including providing direct instruction to students.
6. May represent the department at administrative conferences and may represent the chief radiologist in non-medical aspects of the department's operation and upon delegation may act on his behalf; as directed, studies and evaluates technical and administrative departmental problems and makes recommendations for their solutions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of an approved course in X-ray photography and techniques.

Requires at least five years of X-ray technician experience, including at least two years in a supervisory capacity, under the direction of a radiologist certified by the American Board of Radiology.

CLASS TITLE: CHIEF RADIOLOGIC TECHNOLOGIST

CODE: 2431

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Requires comprehensive theoretical and working knowledge of the techniques of X-ray photography and related procedures; the organization and operation of a large and technically complex department of radiology.

Requires exceptional skill and ability to: Plan, organize and direct the technical activities of a large radiology department; advise, instruct and direct subordinate supervisory and technical staff engaged in important technical radiological procedures; establish and maintain effective working relationships with superior and subordinates; supervise the maintenance of complex and detailed radiological records and the preparation of accurate and concise technical reports.

License: Requires registration with the American Registry of X-ray Technicians to practice as an x-ray technician and current permanent license issued by State of California as a certified Radiologic Technologist.

PROMOTIVE LINES:

To : No normal line of promotion

From: 2429 Supervising Radiologic Technologist II

Adopted: 3/25/74

CLASS TITLE: ELECTROCARDIOGRAPH TECHNICIAN

CODE: 2432

CHARACTERISTICS OF THE CLASS:

Under supervision, operates electrocardiograph equipment to record electromotive variations in the actions of heart muscles; records graph of wave tracings for use in diagnosis of heart ailments; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures; achieving some economies and/or preventing some losses through the proper handling of equipment, materials and supplies; making regular contacts with other employees and with individual patients; compiling and maintaining specialized technical records.

EXAMPLES OF DUTIES:

1. Operates an electrocardiograph machine in taking electrocardiograms of patients on all wards, as directed by attending physicians.
2. Reviews and edits each electrocardiogram; cuts and mounts duplicate copies; prepares records of each patients together with related data; codes and files copies for official records.
3. May also operate a basal metabolism machine; tests machine for oxygen leaks; prepares patient for test; administers test; computes results and compares with data taken from the physician's requisitions; disassembles machine, sterilizes mouth piece and nose clips.
4. May take phonocardiograms; may take vectorcardiograms by photographing oscilloscope vector pattern and developing and mounting the films.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least two years of training and experience in hospital electrocardiograph techniques; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of electrocardiograph and other similar equipment.

Requires skill and ability to: take electrocardiogram on own initiative; have confidence and reliability in approaching and reassuring patients.

PROMOTIVE LINES:

To: Senior Electrocardiograph Technician

From: Original entrance examination

CLASS TITLE: SENIOR ELECTROCARDIOGRAPH TECHNICIAN

CODE: 2434

CHARACTERISTICS OF THE CLASS:

Under general supervision, directs the work of several electrocardiograph technicians and other laboratory and clerical assistants in operating electrocardiograph equipment to record varieties in the action of the heart muscles for use in diagnosis of heart ailments; personally participates in making electrocardiograph recordings; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing procedures and methods in operating electrocardiograph equipment; achieving moderate economies and/or preventing moderate losses through enforcing proper and efficient handling of equipment, materials and supplies; making regular contacts with physicians, nurses, employees and individual patients; preparing, checking and reviewing important technical records pertaining to electrocardiograph recordings and related reports.

EXAMPLES OF DUTIES:

1. Supervises several electrocardiograph technicians and auxiliary laboratory and clerical personnel; personally participates in performing electrocardiograph technician duties; interprets procedures in accordance with the advice of physicians.

2. Edits each electrocardiogram; notifies physician promptly in cases of evidence of urgent necessity as evidenced by results of test recordings.

3. Supervises and participates in cutting recorded tracings into small sections; pastes or staples sections to special record for each patient tested and completes forms with proper identifications and other pertinent information for filing and future reference.

4. Supervises the maintenance and repair of electrocardiograph equipment and electronic equipment in the laboratory; replenishes supplies of tracing paper and ink, as necessary.

5. May operate basal metabolism machine, take phonocardiograms and vectorcardiograms.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least three years of experience in hospital electrocardiograph techniques; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough working knowledge of: electrocardiograph and other similar equipment.

Requires skill and ability to make electrocardiograms on own initiative and to supervise other technicians in performing similar duties.

PROMOTIVE LINES:

To: No Normal Lines of Promotion

From: Electrocardiograph Technician

(AMENDS AND RETITLES
2436 ELECTROENCEPHAL-
OGRAPH TECHNICIAN)

CLASS TITLE: ELECTROENCEPHALOGRAPH TECHNICIAN I

CODE: 2436

CHARACTERISTICS OF THE CLASS:

Under direction, operates electroencephalograph equipment to record impulse frequencies and differences in electrical potential between various areas of the brain to obtain data for use in diagnosis of brain disorders; and performs related duties as required.

Requires responsibility for: Following established methods and procedures in the handling and use of electroencephalograph equipment; achieving some economies and/or preventing some losses through the proper handling of equipment, materials and supplies; making regular contacts with other employees and with individual patients; compiling and maintaining specialized technical records. Nature of work may be somewhat hazardous as it involves contact with mentally disturbed patients.

EXAMPLES OF DUTIES:

1. Makes appointments with patients pursuant to medical staff requisitions; interviews patients for nonmedical information; attempts to reassure disturbed patients.
2. Operates an electroencephalograph machine in making electroencephalograms of patients as directed by medical staff; carries out specific electroencephalograph procedures as directed by physicians.
3. Reviews and edits each electroencephalogram, rules out all artifacts; may mark sections of the electroencephalogram for study by the medical staff; cuts electroencephalogram record for filing.
4. Sets up and maintains all files and records relevant to electroencephalograph laboratory; types relevant letters and reports.
5. May make simple repairs and adjustments to electroencephalograph machine; calls attention to superiors regarding the need for major repairs; orders supplies and materials for the laboratory.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from high school, supplemented by at least six months of training and experience in the operation and handling of hospital electroencephalograph equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good working knowledge of the operation and handling of electroencephalograph equipment.

Requires skill and ability to: Distinguish curve characteristics caused by brain disorders and recognize and eliminate from consideration all artifacts; deal politely and cheerfully with patients.

PROMOTIVE LINES:

To : 2437 Electroencephalograph Technician II

From: Original entrance examination

ADOPTED: 12/8/69

(NEW CLASS)
~~ABOLISHES 2436 ELECTROEN-~~
~~CEPHALOGRAPH TECHNICIAN~~

CLASS TITLE: ELECTROENCEPHALOGRAPH TECHNICIAN II

CODE: 2437

CHARACTERISTICS OF THE CLASS:

Under general direction, performs the more difficult technical work of a small electroencephalographic laboratory and provides work direction for the laboratory staff; and performs related duties as required.

Requires responsibility for: Carrying out and interpreting existing procedures and methods in operating electroencephalograph equipment; achieving moderate economies and/or preventing moderate losses through proper and efficient handling of equipment, materials and supplies; making regular contact with physicians, nurses, employees and individual patients; compiling, maintaining and reviewing specialized technical records. Nature of work may be somewhat hazardous as it involves contact with mentally disturbed patients.

EXAMPLES OF DUTIES:

1. Performs the more difficult or critical technical work of a small electroencephalography laboratory; provides work direction for a small staff of electroencephalograph technicians by determining priorities of work and scheduling patients according to the urgency of their needs; reviews work of Electroencephalograph Technician I on nonroutine tests; interprets technical procedures in accordance with instructions of physicians.
2. Provides instruction to neurology residents and interns and other interested medical personnel in electroencephalograph techniques; may assist the diagnostic team in initial interpretation of test results.
3. Establishes and maintains laboratory standards of sterile procedure; initiates recording technique for unusual recording situations.
4. Supervises and participates in the review and editing of each electroencephalogram, including ruling out all artifacts, marking sections of the electroencephalogram for study by the medical staff, and cutting electroencephalogram record for filing.
5. Supervises and participates in the maintenance of files and records relevant to the work of the laboratory; insures the maintenance of proper supplies and material for the laboratory.
6. Supervises the maintenance and repair of laboratory equipment, personally participating in making simple repairs and adjustments and making arrangements for major repairs when indicated.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by six months of training and two years of experience in the operation and handling of hospital electroencephalograph equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough working knowledge of the operation and handling of electroencephalograph equipment.

Requires skill and ability to: Distinguish curve characteristics caused by brain disorders and recognize and eliminate from consideration all artifacts; deal politely and cheerfully with patients and provide aid and secure medical assistance when needed to deal with acutely distressed patients; direct and organize the work of a small technical staff.

PROMOTIVE LINES:

To : No normal lines of promotion
 From: 2436 Electroencephalograph Technician I

ADOPTED: 12/8/69



CLASS TITLE: BLOOD BANK TECHNICIAN

CODE: 2438

CHARACTERISTICS OF THE CLASS:

Under supervision, performs technical duties and tests in connection with the operation of a blood bank and laboratory; assists in the preparation and sterilization of equipment, instruments and solutions; and performs related duties as required.

Requires normal responsibility for: following established methods, procedures and techniques; achieving some economies and/or preventing some losses through proper handling of equipment, materials and supplies; making contacts with the general public and employees, physicians and nurses. Duties involve exposure to minor cuts and abrasions and some disagreeable elements.

EXAMPLES OF DUTIES:

1. Takes history of blood donors and determines eligibility for donating blood; makes vena punctures; drains blood; takes donor's blood pressure and temperature.

2. Performs blood compatibility tests in matching pilot tubes with patients' specimens; conducts blood typing and RH tests on patients' specimens.

3. Receives, labels and records requests for blood transfusion; dispenses blood and plasma (dried or frozen) to physicians or surgical nurses; labels pilot tubes and bottles of blood from donors.

4. Orders blood and plasma, labels and records type and RH-blood from blood bank; prepares records of cross-matching blood and donor's blood.

5. Discusses problems with superior and others concerning ordering and replacing blood dispensed to patients; makes appointment for individual donors.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in bacteriology, biochemistry, or related fields.

Requires at least two years of experience in a recognized laboratory engaged in hematology, serology and bacteriology; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires the application of initiative knowledge of clinical laboratory techniques as applied to the operation of a blood bank and laboratory.

Requires skill and ability to perform detailed laboratory examinations and tests.

PROMOTIVE LINES:

To: Senior Blood Bank Technician
Clinical Laboratory Technologist

From: Original entrance examination

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,
LABORATORY/STOREROOM MANAGER

CODE: 2439

CHARACTERISTICS OF THE CLASS:

Under general direction, performs business management and/or technical support duties in a biology or chemistry laboratory or other large storeroom operation typically involving supervision over a group of School Laboratory Assistants, College Aides and Technical Instructional Assistants; prepares and assists in the justification of budget estimates; prepares and assists in making recommendations for safety procedures and equipment, maintains expenditure controls over approved budgets; directs the work of staff and related clerical personnel; orders materials and supplies; performs related duties as required.

DISTINGUISHING FEATURES:

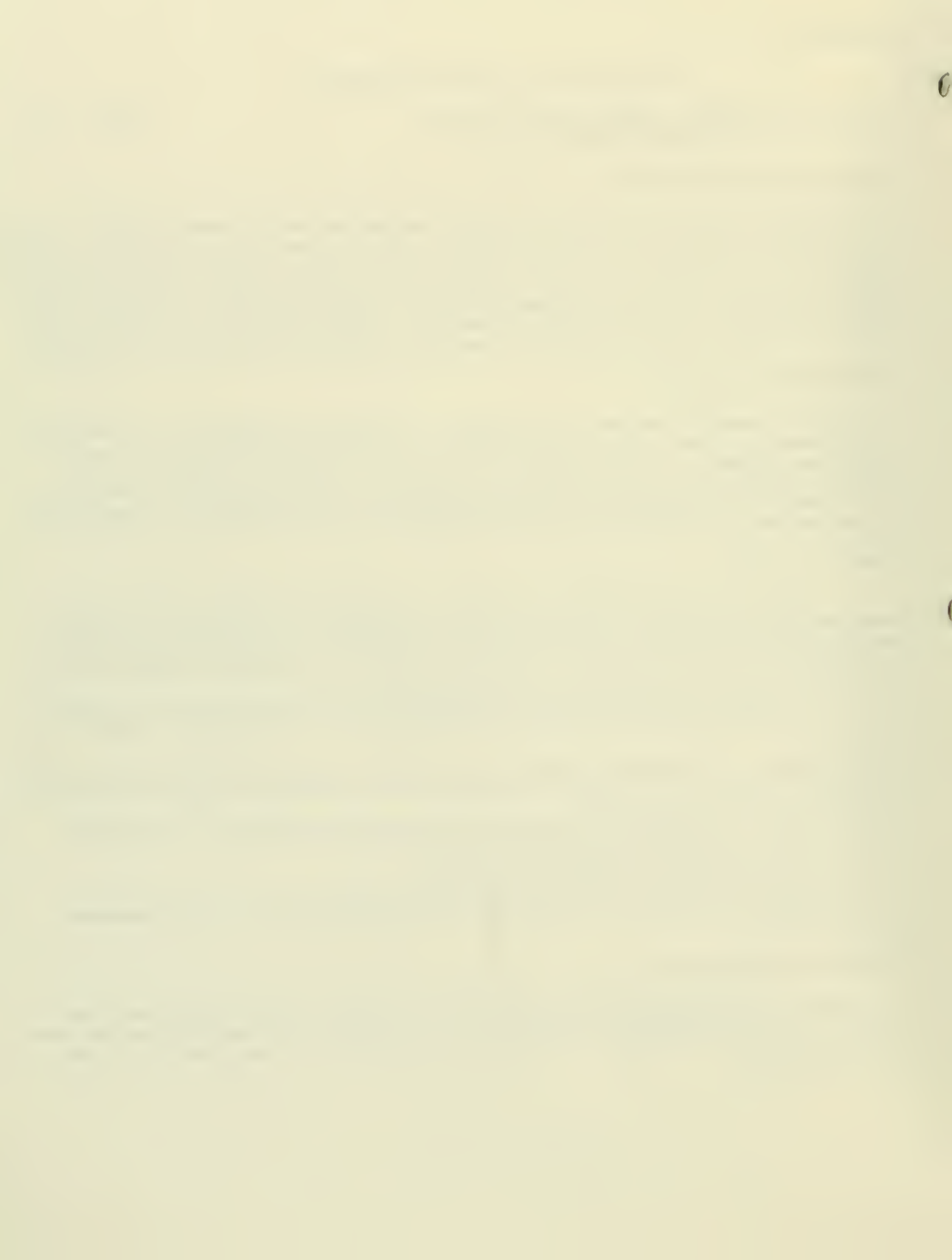
Storeroom managers exercise a high degree of independent judgement in the execution of assignments and have specialized knowledge of the subject matter field or area of discipline assigned, as well as familiarity with the policies and procedures of the particular department to which they will be assigned. Positions in this class are primarily managerial and supervisory and typically involve full management responsibility for related laboratory support or teaching support activities.

EXAMPLES OF DUTIES:

1. Supervises the operation of a biology or chemistry laboratory or other large storeroom operation; directs School Laboratory Assistants, College Aides and Technical Instructional Assistants in the performance of tasks, especially those relating to the use, production and maintenance of storeroom materials and equipment; prepares manuals relating to same for use by students and instructors.
2. Catalogues, orders and maintains inventories of storeroom materials, equipment and supplies; provides technical advice in the selection of the materials, keeps related records.
3. Prepares and maintains expenditure controls over approved budget; achieves considerable economies in the efficient purchase of large quantities of materials; supplies and equipment for the laboratory.
4. Assists the instructor in developing methods and procedures for new lecture demonstrations and laboratory experiments.
5. Stores and issues equipment and supplies.
6. Selects, trains and evaluates laboratory assistants.
7. Assists the department head in developing safety procedures and recommending safety equipment.

DESIRABLE QUALIFICATIONS:

Training and Experience: Possession of a baccalaureate degree from a four year college or university with major course work in the appropriate discipline and two years of paid job experience managing or supervising a laboratory or storeroom in the appropriate department.



CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,
LABORATORY/STOREROOM MANAGER

CODE: 2439

DESIRABLE QUALIFICATIONS: (continued)

Knowledge, Abilities and Skills: Requires thorough technical knowledge of: the subject matter of the discipline or field of activity including the relevant language, terminology, equipment and supplies; good knowledge of: the practices and procedures of the department to which assigned and the principles of supervision and management.

Requires the ability to: work independently on a variety of assignments requiring technical and managerial skills; train and supervise student assistants; make minor repairs to apparatus and equipment; and deal effectively with administrators, instructors, students and the general public.

Requires skill in: the selection and use of appropriate methods and materials for instructional purposes; the instruction of students and student assistants in the use of materials and equipment.

Note: This class is exempt from examination under the provisions of Charter Section 8.300(a)(2).

ADOPTED: 1-7-80

(Abolishes 2447 Technical Instructional Assistant, Chemistry and 2448 Technical Instructional Assistant, Biological Science)

CLASS TITLE: VETERINARY LABORATORY TECHNOLOGIST

CODE: 2440

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs laboratory procedures in connection with the diagnosis, treatment and prevention of disease or injury to animals in the San Francisco Zoo collection; assists the veterinarian in the operation of the zoo hospital; and performs related duties as required.

DISTINGUISHING FEATURES:

Incumbents in this class work exclusively with exotic animals, live or dead, or with specimens taken from such animals; they are required to assist the zoo veterinarian in the care of animals as well as perform a variety of laboratory procedures. The position differs from class 2444 Clinical Laboratory Technologist in that no license is required and clinical specimens examined are of animal rather than human origin. Inherent in the duties assigned to this class are the hazards associated with continuous exposure to exotic animals and animal ailments and diseases.

EXAMPLES OF DUTIES:

1. Sets up laboratory apparatus; performs tests and makes clinical determinations of a variety of samples and specimens taken from animals in the San Francisco Zoo collection in the fields of hematology, urinalysis, parasitology and mycology and related pathological investigations.
2. Prepares sick or injured animals using chemical or other restraints for the taking of blood and other clinical samples; assists the veterinarian and other zoo employees in the care and treatment of zoo animals.
3. Counts red and white blood cells and performs such related procedures as centrifuging and separating serum, making protein free filtrates, blood urea, nitrogen and other tests; conducts tests of stools for occult blood, fats and starches.
4. Makes bacteriological tests to include the staining of samples of sputum, exudates, feces and excreta; makes microscopic examinations for the presence of protozoa and other parasites and/or their ova; and drafts reports of findings.
5. Assists in the pathological examination of zoo animals; prepares histologic slides; makes routine and/or special stains as required including preparation of necessary reagents and solutions; assists the veterinarian in obtaining samples for medical tests as well as for bacterial infections.
6. Maintains optimum standards of sanitation and hygiene in the care and storage of laboratory equipment and supplies and in the care of enclosures occupied by sick or injured animals.
7. May be required to operate equipment in the animal hospital as directed and supervised by the hospital veterinarian.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a two-year college course in animal technology with major course work in bacteriology, microscopy and related chemistry and laboratory techniques.

Requires at least one year of experience in veterinary laboratory technology, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good basic working knowledge of the principles, practices and routine procedures followed in a veterinary laboratory; ability to make accurate observations, distinguish the abnormal from the normal; ability to distinguish colors/tints; ability to work with a minimum of supervision; ability to prepare reports and maintain supporting files.

CLASS TITLE: VETERINARY LABORATORY TECHNOLOGIST

CODE: 2440

MINIMUM QUALIFICATIONS: (contd)

Requires close mental attention and concentration while handling and working with animals in the zoo collection in the course of conducting tests and examinations; requires initiative, willingness to accept responsibility; good working knowledge of wild animal behavior.

PROMOTIVE LINES:

To : To be determined

From: Original entrance examination

Adopted: 12/2/74

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIAGNOSTIC MEDICAL SONOGRAPHER I

CODE: 2441

CHARACTERISTICS OF THE CLASS:

Under supervision, performs ultrasound procedures to assist physicians in the diagnoses of disease and injuries, studies of malfunctions of organs and pre-natal examinations; confers with physicians regarding determination of appropriate ultrasonic procedures; prepares patients for examinations and explains procedures; prepares and maintains records and files; and performs related duties as required.

DISTINGUISHING FEATURES:

The Diagnostic Medical Sonographer I is distinguished from positions in the Radiologic Technologist series in that the Radiologic Technologist performs diagnostic and therapeutic radiographic examinations and procedures whereas the Diagnostic Medical Sonographer I operates ultrasound diagnostic equipment to produce two dimensional ultrasonic patterns. The Diagnostic Medical Sonographer I is distinguished from the next higher level Diagnostic Medical Sonographer II in that it performs the more routine ultrasonic scanning duties, while the Diagnostic Medical Sonographer II is also responsible for the training and supervision of personnel, performance of specialized studies, and participation in research activities.

EXAMPLES OF DUTIES:

1. Selects and operates a variety of ultrasound diagnostic equipment by applying non-ionizing high frequency ultrasonic waves to patients through the use of a hand-operated or remote control transducer to produce two-dimensional ultrasonic patterns and positive pictures of internal organs for diagnostic use by a physician. Such studies include obstetrical, gynecological, and abdominal examinations, and occasional thyroid and portable scans.
2. Confers with referring physicians regarding patients' histories and determination of appropriate ultrasonic procedures.
3. Prepares patients for examinations by instructing or assisting them in assuming the required physical positions; explains examination process to patients.
4. Photographs visual images of organs shown on display module; develops film; prepares and maintains patients' records, logs, and department sonographic files.
5. Maintains ultrasound equipment by performing adjustment calibrations or notifying superior of needed repairs.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Requires the knowledge, abilities and skills that enable the Diagnostic Medical Sonographer I to fulfill the expected competent performance required by the American Registry of Diagnostic Medical Sonographers, medical protocols, and departmental policies and procedures.

Certification: Requires possession of a valid certificate as a Registered Diagnostic Medical Sonographer issued by the American Registry of Diagnostic Medical Sonographers.

ADOPTED: 1-9-84



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIAGNOSTIC MEDICAL SONOGRAPHER

CODE: 2442

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs routine and specialized ultrasound procedures to assist physicians in the diagnoses of disease and injuries, studies of malfunctions of organs, and prenatal examinations; confers with physicians regarding patients' histories and determination of appropriate procedures; prepares patients for examinations; maintains records and files; and performs related duties as required.

DISTINGUISHING FEATURES:

The diagnostic Medical Sonographer is distinguished from positions in the Radiologic Technologist series in that the Radiologic Technologist performs diagnostic and therapeutic radiographic examinations and procedures, whereas the Diagnostic Medical Sonographer performs diagnostic exams with ultrasound.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Selects and operates a variety of ultrasound diagnostic equipment by applying non-ionizing high frequency ultrasonic waves to patients through the use of transducers to produce ultrasonic pictures of internal organs for diagnostic use by a physician. Such studies include obstetrical, gynecological, and abdominal evaluations, and specialized diagnostic procedures such as aspirations, doppler and vascular work, neonatal, neurosonography, carotid and thyroid scans, scrotal scans and portable scans.

2. Trains medical and technical personnel such as radiology residents, radiologic technology students and student ultrasonography technologists in the principles of diagnostic ultrasound imaging.

3. Consults with referring physicians regarding patients' histories and determination of appropriate ultrasonic procedures.

4. Prepares patients for examinations by instructing or assisting them in assuming required physical positions; explains examination process to patients.

5. Photographs visual images of organs shown on display module; develops film and operates digital or matrix recording systems; prepares and maintains patients' records.

6. Maintains ultrasound equipment by performing adjustment calibrations or notifying appropriate personnel of needed repairs.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities, and Skills: Comprehensive knowledge of current ultrasound examination procedures and techniques including abdominal, obstetrical/gynecological, and other appropriate procedures for miscellaneous studies; anatomy and anatomical landmarks; safety standards, precautions, and procedures.

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QUALIFICATIONS: (Cont.)

Ability to evaluate patients' conditions to ensure accuracy of procedures; effectively operate and maintain ultrasound equipment; evaluate and respond to a variety of verbal and written directives and requests in compliance with departmental policies and procedures; effectively interact with a variety of individuals including hospital personnel and patients; provide ultrasound training and inspection to physicians, fellow technologists and students.

Certification: Requires possession of a current certificate as a Registered Diagnostic Medical Sonographer issued by the American Registry of Diagnostic Medical Sonographers.

ADOPTED: 1-9-84

AMENDED AND RETITLED: 8-16-93

4402c

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a number of routine clinical laboratory tests to discover the presence of pathogenic microorganisms or other characteristics of specimens submitted for diagnostic purposes; and performs related duties as required.

Requires normal responsibility for: following established clinical laboratory methods and procedures; achieving some economies and/or preventing some losses through proper handling of laboratory equipment, materials and supplies; making occasional contacts with persons outside the immediate organization unit; preparing technical laboratory records and reports of results of tests and examinations. Nature of work involves continuous exposure to accident and health hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Sets up laboratory apparatus; performs tests and makes determinations of a variety of samples and specimens submitted in connection with the operation of a hospital clinical laboratory in the field of hematology, urinalyses, parasitology and mycology, body fluids and miscellaneous items.
2. Counts red and white blood cells and performs related procedures such as centrifuging and separating serum, making protein-free filtrates, blood urea, nitrogen and other tests.
3. Makes bacteriological tests including staining specimens, examining them microscopically and reporting findings; also staining and examining sputum, exudates, feces and mycology specimens.
4. Makes microscopic examinations for presence of parasites such as pinworms, ova and protozoa.
5. Makes tests of cerebral spinal fluids, counts and differentiates the cells; makes reports of findings.
6. Makes tests of stools for occult blood, white and red blood cells, fats and starches.
7. Assists pathologist in gross examination of specimens; prepares histologic slides or makes routine and special stains as required, including preparation of necessary reagents and solutions; assists autopsy surgeon in obtaining specimens for medical-legal tests and reportable bacterial infections; makes microscopic examinations of slides and prepares reports of findings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in bacteriology, microscopy and the related chemistry and laboratory techniques.

Requires at least one year of experience in clinical laboratory technology, or an equivalent combination of training and experience.

CLASS TITLE: CLINICAL LABORATORY TECHNOLOGIST
(continued)

CODE: 2444

Knowledge, Abilities and Skills: Requires good basic working knowledge of the principles, practices and routine procedures of clinical laboratory operations.

Requires close mental attention and concentration for short periods in conducting various tests and the technical skill and ability to make accurate observations and determinations and prepare related reports of findings.

License: Possession of a current valid license as a clinical laboratory technologist issued by the state board of health.

PROMOTIVE LINES:

To: Senior Clinical Laboratory Technologist

From: Original entrance examination

CLASS TITLE: SENIOR CLINICAL LABORATORY TECHNOLOGIST

CODE: 2446

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and personally participates in the operation of a hospital clinical laboratory; performs the difficult and important clinical laboratory tests to discover the presence of pathogenic microorganisms or other characteristics of specimens submitted for diagnostic purposes; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing laboratory routines, methods and procedures; achieving considerable economies and/or preventing considerable losses through proper participation in and supervision of the handling of laboratory equipment, materials and supplies; making occasional responsible contacts with physicians, surgeons and various department heads; gathering, checking and reviewing important reports of tests. Nature of work involves continuous exposure to accident and health hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises and participates in the making of tests and determination of a variety of samples and specimens submitted in connection with the operation of a hospital clinical laboratory in the field of hematology, urinalyses, parasitology and mycology, body fluids and miscellaneous items.
2. Supervises, instructs and assigns work to individual technicians and auxiliary assistants.
3. Supervises and participates in the preparation of reagents, stains and solutions in performing various chemical and bacteriological examinations
4. Prepares requisitions for replenishment of chemicals, equipment and other materials used in the laboratory operations; checks and inspects deliveries to assure compliance with orders.
5. Compiles and prepares monthly reports of work performed in the laboratory; posts results of tests on laboratory forms and in register.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in bacteriology, microscopy and the related chemistry and laboratory techniques.

Requires at least three years of experience in clinical laboratory technology; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires intensive knowledge of: the principles, practices and routine procedures of clinical laboratory operations and the ability to supervise and direct a number of technicians and auxiliary subordinates.

CLASS TITLE: SENIOR CLINICAL LABORATORY TECHNOLOGIST
(Continued)

CODE: 2446

Requires intensive mental attention and concentration for short periods in conducting various difficult and special tests and the technical skill and ability to make accurate observations and determinations and prepare related reports of findings.

License: Requires possession of a current valid license as a clinical laboratory technologist issued by the state board of health.

PROMOTIVE LINES:

To: No Normal Lines of Promotion

From: Clinical Laboratory Technologist
Senior Blood Bank Technician

(NEW CLASS)

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,
CHEMISTRY

CODE: 2447

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the operation and maintenance of a college chemistry laboratory; setting up lecture demonstrations; preparing general laboratory solutions for inorganic, organic and quantitative laboratories; distributing, maintaining and adjusting special experimental supplies and equipment; supervises a group of student laboratory assistants in the operation of the laboratory; maintains laboratory class records and student assistant payroll; orders materials and supplies; performs related duties as required.

Requires responsibility for: Assisting the instructor in developing methods and procedures for new lecture demonstrations and laboratory experiments; enforcing proper and efficient use and handling of laboratory equipment, supplies and materials; achieving considerable economies in the efficient purchase of large quantities of materials, supplies and equipment for the laboratory and maintaining records and reports relative there to; making frequent and responsible contacts with teachers, laboratory assistants, and students.

EXAMPLES OF DUTIES:

1. Directs and trains a group of laboratory assistants in the performance of work in a college chemistry laboratory, including preparation of a laboratory solutions, setting up lecture demonstrations; distributing special experimental supplies and equipment and maintaining the laboratory.
2. Maintains and adjusts laboratory equipment, including laboratory balances, phmeters, ammeters and volt meters.
3. Assists the supervising instructor in the preparation of the laboratory class records and student equipment loan records.
4. Checks inventory orders and receives and checks deliveries of glassware, chemicals and other materials and supplies.
5. Assists instructor in revision and development of new lecture demonstrations and laboratory experiments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college with at least 20 units of laboratory science (of which 15 must be in chemistry courses of college level), or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a knowledge of: The principles, practices and procedures of college chemistry; laboratory operations, especially as related to laboratory experiments and the apparatus, equipment and supplies used therein; knowledge of the operation of and maintenance of a variety of technical equipment used in the Chemistry Department.

Requires skill and ability to: Plan, organize, coordinate and supervise the work of subordinate employees; keep records and reports related to the selection and purchase of large quantities of laboratory equipment and supplies; meet with and deal successfully with teachers, students and the general public.

PROMOTIVE LINES:

To: normal lines of promotion
From: Original entrance examination

Adopted: July 16, 1972



(AMENDED)

DOCUMENTS

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,
BIOLOGICAL SCIENCES

CODE: 2448

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CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the operations of a life sciences laboratory in providing exhibits, models, experiments and teaching aids to a wide variety of classes under a life sciences program; supervises a group of student laboratory assistants in preparation of equipment, supplies, media and instructional material; prepares budget for equipment, supplies, personnel, laboratory services and maintains control of expenditures within the approved budgets; and performs related duties as required.

Requires responsibility for: Demonstrating initiative and ingenuity in the procurement and preparation of teaching aids and laboratory equipment and supplies used for instructional purposes; enforcing proper and efficient use and handling of laboratory equipment, supplies and materials; achieving considerable economies in the efficient purchase of large quantities of materials, supplies and equipment for the laboratory and maintaining records and reports relative thereto; making frequent and responsible contact with teachers, students and the general public.

EXAMPLES OF DUTIES:

1. Directs a group of laboratory assistants in the performance of work in a college life sciences laboratory, including the selection, training and supervision of laboratory assistants in the preparation of culture media, stock solutions, special animal diets and classroom instructional materials, as well as the training and supervision of laboratory personnel in the maintenance of laboratory animals, cultures, cadavers and a large amount of equipment and supplies.

2. Selects and purchases services and supplies needed in the efficient operation of and in carrying out the functions of the laboratory; contacts vendors as to price trends, sources and availability of services and supplies; maintains inventories and schedules for the maintenance and servicing of equipment.

3. Advises instructors of new teaching aids, revision and modification of existing experiments in meeting the changing needs of the department and the use of various pieces of laboratory equipment and supplies.

4. Answers inquiries from the general public, teachers and students of scientific and educational nature; conducts tours of the Life Science Department; maintains bulletin boards of displays and exhibits relating to activities of the Life Science Department.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in biological sciences, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a knowledge of: The principles, practices and procedures of biological sciences laboratory operations, especially as related to laboratory experiments and the apparatus, equipment and supplies used therein; knowledge of the operation of and maintenance of a variety of technical equipment used in the Life Science Department; may occasionally use optical, power and hand tools to perform minor repairs of this equipment; sterilization methods; care and feeding of common laboratory animals, plants, and other experimental subjects.

Requires skill and ability to: Plan, organize, coordinate and supervise the work of subordinate employees; keep records and reports related to the selection and

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,
BIOLOGICAL SCIENCES

CODE: 2448

MINIMUM QUALIFICATIONS: (contd)

and purchase of large quantities of laboratory equipment and supplies; meet with and deal successfully with teachers, students and the general public.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination

AMENDED: 3/1/71

CLASS TITLE: PHARMACIST

CODE: 2450

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a number of professional pharmaceutical duties in the compounding of drugs and dispensing of medicines and medical preparations in a large institution pharmacy; may supervise pharmacy helpers; and performs related duties as required.

Requires responsibility for: carrying out existing methods and procedures in compounding drugs and for explaining drug dosages, incompatibilities, toxicity, etc. to institution staff members; achieving considerable economies through the efficient handling, safe-guarding and proper rotation of drugs, materials and supplies; making contacts with physicians, nurses and other members of the institution staff; preparing and keeping routine records and reports, particularly as required by federal and state laws. Nature of work involves continuous close attention for accurate results.

EXAMPLES OF DUTIES:

1. Compounds, prepares and labels medications and preparations as directed by prescription.
2. Dispenses narcotic and hypnotic drugs in compliance with federal and state law.
3. Checks pharmacy regular and reserve stock and stock at ward nursing stations for the purpose of keeping inventories stable and eliminating drugs which are outdated or otherwise deemed unsatisfactory for use.
4. Maintains records required by law on ward nursing stations; requisitions, hypnotic and narcotic prescriptions, and out-patient prescriptions.
5. Incidentally, maintains a drug literature file for the use of pharmacists and other institutional staff.
6. May answer questions on drug medication as to dosage, incompatibilities, various forms, toxicity, etc. for doctors, nurses, interns and student nurses.
7. Incidentally maintains a hospital formulary which is adopted and under control of the medical staff.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree in pharmacology.

Requires at least one year of professional experience in the compounding and dispensing of prescribed drugs, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: modern methods and procedures used in the practice of pharmacy, including the united states pharmacopeia and national formulae; laws regulating the practice of pharmacy.

CLASS TITLE: PHARMACIST (Continued)

CODE: 2450

Requires skill and ability to: prepare and maintain accurate, routine reports and records; supervise the work of subordinate pharmacy helpers and judge the adequacy of their work performance.

License: Requires possession of a current certificate as a licentiate in pharmacy issued by the california state board of pharmacy.

PROMOTIVE LINES:

To: Senior Pharmacist

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR PHARMACIST, LAGUNA HONDA HOSPITAL

CODE: 2451

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operation of the pharmacy at Laguna Honda Hospital; supervises the work of pharmacists and pharmacy helpers; performs the duties of pharmacist; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies, methods and procedures; achieving considerable economies through the efficient handling, safeguarding and proper rotation of drugs, materials and supplies and through the efficient recommendations regarding purchases and replenishment of stocks; making contacts with institution personnel of high rank, institution personnel in general and medical service representatives of pharmaceutical companies; supervising or preparing and maintaining routine records and reports, particularly as required by Federal and State laws. Nature of work involves continuous close attention for accurate results.

EXAMPLES OF DUTIES:

1. Performs and/or supervises the performance of the duties of a pharmacist, such as compounding drugs, preparing, labeling and dispensing medications and medical preparations, checking pharmacy stock, keeping records and maintaining drug literature files, and answering questions of other institution medical staff.
2. Initiates all orders for purchase of drugs, supplies and equipment for the pharmacy.
3. Receives medical service representatives of the various pharmaceutical companies and discusses drug lines and new drug items, their uses, interchangeability, price, availability, etc.
4. Supervises the receipt, inventory and storage of all purchases as received.
5. Attends staff meetings as required; attends seminars of interest in the pharmaceutical field.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree in pharmacology.

Requires at least three years of professional experience in the compounding of drugs and dispensing of prescription medicines, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the modern methods and procedures used in the practice of pharmacy, including the United States Pharmacopeia and National Formulae; the laws regulating the practice of pharmacy.

Requires skill and ability to: prepare and maintain accurate routine reports and records; supervise the work of subordinate professional and non-professional pharmacy workers; judge and pass on the adequacy of their work performance.

CLASS TITLE: SENIOR PHARMACIST, LAGUNA HONDA HOSPITAL (Continued) CODE: 2451

License: Requires possession of a current certificate as a licentiate in pharmacy issued by the California State Board of Pharmacy.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Pharmacist

Adopted 1/16/64

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR PHARMACIST,
SAN FRANCISCO GENERAL HOSPITAL

CODE: 2452

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operation of the pharmacy at San Francisco General Hospital; supervises the work of pharmacists and pharmacy helpers; may perform the duties of a pharmacist; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies, methods and procedures; achieving considerable economies through the efficient handling, safe-guarding and proper rotation of drugs, materials and supplies and through the efficient recommendations regarding purchases and replenishment of stocks; making contacts with institution personnel of high rank, institution personnel in general and medical service representatives of pharmaceutical companies; supervising or preparing and maintaining routine records and reports, particularly as required by federal and state laws. Nature of work involves continuous close attention for accurate results.

EXAMPLES OF DUTIES:

1. Supervises and/or performs the duties of a pharmacist, such as compounding drugs, preparing, labeling and dispensing medications and medical preparations, checking pharmacy stock, keeping records and maintaining drug literature files, and answering questions of other institutions medical staff.
2. Initiates all orders for purchase of drugs, supplies and equipment for the pharmacy.
3. Receives medical service representatives of the various pharmaceutical companies and discusses drug lines and new drug items, their uses, interchangeability, price, availability, etc.
4. Supervises the receipt, inventory and storage of all purchases as received.
5. Attends staff meetings as required; attends seminars of interest in the pharmaceutical field.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree in pharmacology.

Requires at least three years of professional experience in the compounding of drugs and dispensing of prescription medicines; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the modern methods and procedures used in the practice of pharmacy, including the United States pharmacopeia and national formulae; the laws regulating the practice of pharmacy.

Requires skill and ability to: prepare and maintain accurate routine reports and records; supervise the work of subordinate professional and non-professional pharmacy workers; judge and pass on the adequacy of their work performance.

CLASS TITLE: SENIOR PHARMACIST,
SAN FRANCISCO GENERAL HOSPITAL (Continued)

CODE: 2452

License: Requires possession of a current certificate as a licentiate in pharmacy issued by the California State Board of Pharmacy.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Pharmacist

Amended 1/16/64

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERVISING PHARMACIST

CODE: 2453

CHARACTERISTICS OF THE CLASS:

Under direction, supervises professional, technical, clerical and other employees assigned to a unit of a large pharmacy; is responsible for the administration of that unit; plans and implements the pharmaceutical systems of the unit; may be assigned supervisory functions of a particular shift, area or pharmacywide function; may be assigned as the assistant to the directing pharmacist; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in class 2453 Supervising Pharmacist are responsible for supervising and administering a specialized unit, area, shift or function of a large pharmacy or may be assigned as the assistant to the directing pharmacist. Although employees in this classification are expected to perform professional pharmacist duties as necessary, the class is distinguished from classification 2450 Pharmacist by its supervisory functions. It is further distinguished from classification 2451 Senior Pharmacist, Laguna Honda Hospital and 2452 Director of Pharmaceutical Services in that these classifications are responsible for the administration of an entire hospital pharmacy. Furthermore, the Director of Pharmaceutical Services is also responsible for supplying drugs to about twenty City agencies through the pharmacy storeroom. It differs from classification 2454 Clinical Pharmacist in that the clinical pharmacist specializes in drug utilization coordination and education of patients and clinical staff.

EXAMPLES OF DUTIES:

1. Supervises a unit of pharmacists, pharmacy technicians, pharmacy helpers, clerks, students and volunteers; plans work schedules; assigns duties, trains employees and evaluates performances; taking disciplinary actions when necessary.
2. Interprets departmental rules, regulations and policies; participates in development of policies and procedures with the directing pharmacist; participates in budgetary development; writes related reports, memos and records.
3. Interprets physicians' orders; confers with commercial pharmaceutical representatives; maintains inventory; procures pharmaceuticals and supplies; functions as interdepartmental representative; offers professional advice concerning the services provided by the unit.
4. Designs, plans, coordinates, implements and supervises pharmaceutical systems, such as the outpatient distribution service, clinical services, intravenous admixture and unit dose programs by: participating in the development of policies and protocols; composing procedures manual; evaluating system and planning expansion; consults with medical and nursing staff regarding their needs.
5. May be assigned specific supervisory responsibilities over a particular shift, such as the evening shift; or over a particular area, such as the storeroom, inpatient or outpatient pharmacy; or over a particular pharmacy-wide function, such as controlled drugs, purchasing and/or budget.
6. May be assigned as the assistant to the Director of Pharmaceutical Services, assuming those duties in his or her absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires at least two years of experience as a licensed pharmacist in a hospital pharmacy; or an equivalent combination of training and experience.

CLASS TITLE: SUPERVISING PHARMACIST

CODE: 2453

MINIMUM QUALIFICATIONS: (Cont.)

Knowledges, Abilities and Skills: Requires the knowledges, abilities and skills of a licensed, professional pharmacist.

Requires ability to: supervise the work of subordinate professional, technical, clerical and other pharmacy employees.

May require knowledge of and ability to: plan and implement a specialized pharmaceutical system; supervise a specialized area or function of a large pharmacy.

License: Requires possession of a valid license to practice pharmacy issued by the Board of Pharmacy of the State of California.

ADOPTED: Oct. 3, 1983

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CLINICAL PHARMACIST

CODE: 2454

CHARACTERISTICS OF THE CLASS:

Under direction, performs professional pharmaceutical duties in drug education and utilization; counsels patients on drug usage; educates health care personnel on drug utilization; may compound drugs and dispense medicines in a clinical pharmacy; may administer the drug and supply budget for a clinical facility; and performs related duties as required.

DISTINGUISHING FEATURES:

A Clinical Pharmacist is distinguished from class 2450 Pharmacist by the varied nature of duties, the higher level of responsibility and the location of assignment. The Clinical Pharmacist is assigned to a clinical unit and in this assignment, has more direct contact with both patients and staff than the 2450 Pharmacist.

EXAMPLES OF DUTIES:

1. Interviews and examines patients for drug evaluation; checks on drug compliance and side-effects; discusses symptoms and effects of prescribed drugs with patients; and maintains a drug history on patients interviewed.
2. Consults with physicians on drug usage and the drug regime of specific patients particularly hypertensive, diabetic and psychiatric patients; recommends changes in the drug or the dosage prescribed for these patients.
3. Conducts both formal and informal training for nursing staff, medical and pharmacy students and other health care staff on drug utilization, dosage, incompatibles, preferred forms and toxicity, etc.
4. Administers the drug budget for a clinical facility or facilities; initiates purchase orders for drugs, hospital and medical supplies.
5. Compounds drugs, prepares and dispenses medications, checks pharmacy stock, keeps records and maintains drug literature files.
6. Attends staff meetings as required; attends seminars of interest in the pharmaceutical field.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree in pharmacy.

Requires at least two years experience as a licensed Pharmacist in a hospital or clinic pharmacy; or an equivalent combination of training and experience.

CLASS TITLE: CLINICAL PHARMACIST

CODE: 2454

MINIMUM QUALIFICATIONS: continued

Knowledge, Abilities and Skills: Requires a thorough knowledge of: Modern methods and procedures used in the practice of pharmacy, including the United States Pharmacopeia and National Formulae; laws regulating the practice of pharmacy.

Requires skill and ability to: Prepare and maintain accurate routine reports and records; interview and establish a rapport with patients; maintain a good working relationship with other members of the health care team; supervise the work of subordinate professional and nonprofessional pharmacy workers.

License: Requires possession of a current certificate as a licentiate in pharmacy issued by the California State Board of Pharmacy.

PROMOTIVE LINES:

TO: Senior Pharmacist

FROM: Original Entrance Examination

NEW CLASS

ADOPTED: 11/1/76

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PHARMACY DIRECTOR, LAGUNA HONDA HOSPITAL

CODE: 2455

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and directs the pharmaceutical services of Laguna Honda Hospital; develops and implements pharmaceutical policies, procedures, and systems; directs and supervises professional and non-professional support staff; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position classification manages and coordinates the total operation of pharmacy services at a long term and rehabilitative care facility and assumes ultimate authority and accountability for the pharmaceutical services provided. The class is distinguished from the Director of Pharmaceutical Services in that the latter administers the pharmacy operations at San Francisco General Hospital Medical Center, a county-operated, acute care facility which provides inpatient and outpatient, as well as specialized pharmaceutical services including those of the Poison Control Center and maintenance of pharmaceutical supplies for several City and County health agencies. The Pharmacy Director, Laguna Honda Hospital is distinguished from the lower level class Senior Pharmacist in that the latter implements policies and procedures developed by the Director in the supervision of journey level pharmacists. The Director is distinguished from the Supervising Pharmacist class in that the latter assumes limited responsibility for the management and supervision of professional, technical and support staff within an assigned area of a large pharmacy.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, develops and administers pharmaceutical services and programs for long-term care patients with chronic conditions and complex pharmacological problems in compliance with the goals and resources of the Department of Health and Laguna Honda Hospital, State and Federal legislation and regulations, and current trends and developments in the field; assesses the necessity and feasibility of expanding existing programs; and prepares and implements recommendations to meet needs.

2. Develops, implements, evaluates and maintains pharmacy department policies, procedures and systems, including drug distribution systems, drug regimen review systems, the I.V. additive program policies and procedures, and the computerized information system to ensure compliance with Federal and State licensing, monitoring and reimbursement regulations and to achieve optimum patient care; coordinates the activities of pharmaceutical operations with those of other departments including clinical and support services such as billing.

3. Selects, trains, supervises and evaluates, directly and through subordinate staff, professional, technical and support personnel; develops and interprets personnel policies and procedures in accordance with departmental guidelines and Civil Service requirements.

4. Provides clinical consultation to staff physicians and nursing personnel regarding medication administration; develops and coordinates pharmaceutical inservice education programs.

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EXAMPLES OF DUTIES: (Cont.)

5. Directs the maintenance of drug and supply inventories; establishes auditing and control procedures; reviews and recommends approval of purchasing contracts and bids; and prepares annual budget estimates.

6. Represents the pharmacy department before a variety of legislative and administrative officials and bodies of Federal, State and local agencies; represents the pharmacy on various internal committees.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Comprehensive knowledge of: pharmacological theory and practice including methods of compounding, dispensing and storing chemical supplies; Federal and State legislation and regulations, such as Title 22 regulations including Medi-Cal Drug Formulary specifications, Department of Health and Human Services Long Term Care Survey processes, and laws governing the use and dispensing of controlled substances; trends and developments within the field of pharmacology, particularly with regard to drug administration for geriatric and long term patients with chronic and complex diagnoses; and principles of quality assurance methodology appropriate to pharmacological services.

Ability to: effectively manage and supervise the operations of a pharmacy of a large, long-term care facility; analyze and evaluate complex program requirements and implement effective operational and monitoring systems; coordinate pharmacy activities with those of medical staff and clinical and support departments; and communicate effectively, both verbally and in writing.

License: Possession of a valid license to practice pharmacy issued by the Board of Pharmacy of the State of California.

ADOPTED: 5/4/87

#0090m

JUN 6 1988

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CLASS TITLE: ASSISTANT FORENSIC TOXICOLOGIST I

CODE: 2456

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists the Forensic Toxicologist by preparing and analyzing body tissues, fluids and evidence for the presence, nature and quantity of toxic substances in Coroner's and other forensically significant cases; assists in maintaining the supplies, equipment and premises of the laboratory; records findings; interprets data; prepares case reports; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this journey level classification perform professional analytical duties related to forensic cases in the Coroner's Office. Incumbents are independently responsible for carrying out and explaining laboratory methods and procedures, and for ensuring that data generated conform to quality control specifications. Incumbents are also responsible for the accurate interpretation and recording of results from complex toxicological analyses, and for maintaining the carefully controlled legal chain of possession requirements.

This classification is distinguished from classifications in the Public Health Assistant Toxicologist series by the forensic nature of the duties.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Performs detailed routine as well as difficult analyses of blood, urine, body tissues and evidence for the presence of drugs and other toxic compounds; uses various chromatographic, spectrophotometric, immunoassay and other analytical techniques to determine the presence and quantity of drugs in physiological specimens from Coroner's cases and suspects in criminal cases; assists in developing methods for analyzing specimens for new drugs.

2. Performs forensic alcohol determinations and quantitations in physiological specimens according to methods specified under Title 17, California Administrative Code of the State Department of Public Health.

3. Interprets case findings and records data on worksheets. Prepares case reports and other departmental reports using computers.

4. Maintains equipment, inventory of supplies, and premises of the laboratory; prepares reagents and standards; ensures specimens are logged in and stored according to forensic requirements.

5. Provides technical information and advice to the District Attorney, the Public Defender, the Police Department, physicians, and other relevant individuals; testifies in court on technical details.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

CLASS TITLE: ASSISTANT FORENSIC TOXICOLOGIST I

CODE: 2456

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires good knowledge of: the principles and practices of toxicology, biology and chemistry with specific application to the analyses of body tissues and fluids.

Requires ability to: understand and use complex analytical and computer-assisted equipment; analyze and evaluate data collected in the course of investigations; assist in independent research; prepare scientific reports; testify and provide technical information for forensic purposes.

RETITLED AND AMENDED: 3/7/88

#3005m

JUN 6 1983

SAN FRANCISCO CIVIL SERVICE COMMISSION

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CLASS TITLE: ASSISTANT FORENSIC TOXICOLOGIST II

CODE: 2457

CHARACTERISTICS OF THE CLASS:

Under direction, assists the Forensic Toxicologist by organizing and supervising the daily operations of the Coroner's Toxicology Laboratory; assigns and reviews the work of subordinate professional and technical staff; makes recommendations on program needs; performs complex and difficult analyses of body tissues and fluids for the presence, nature and quantity of toxic substances in Coroner's and other forensically significant cases; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification is the first line supervisory level in the Coroner's Toxicology Laboratory. The incumbent, reporting directly to the Forensic Toxicologist, provides direction to subordinate professional and technical staff of the toxicology laboratory. Additionally, the incumbent is responsible for conducting the more complex laboratory procedures and for ensuring that the technical proficiency of the laboratory is maintained. This classification is distinguished from classifications in the Public Health Assistant Toxicologist series by the forensic nature of the duties.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Supervises all daily laboratory operations; oversees staff activities, work assignments, and production; serves as a working professional supervisor giving technical guidance, training and review; assumes a leadership role in developing new methods of analysis and training.

2. Prepares and analyzes body tissues and fluids for the presence, nature and quantity of toxic substances; records analytical data; interprets case findings and prepares and reviews case reports.

3. Assists the Forensic Toxicologist in allocating laboratory resources, preparing budgets, and purchasing; serves as second-in-command and speaks and acts for the Forensic Toxicologist as appropriate or as assigned.

4. Assists the Forensic Toxicologist in maintaining the laboratory's proficiency by reviewing current professional literature, by keeping current in and evaluating developments in instrumentation and methodology, and by developing new analytical procedures where appropriate.

5. Serves as a Forensic Alcohol Supervisor under the provisions of Title 17, California Administrative Code of the State Department of Public Health.

6. Provides technical information and advice to the District Attorney, the Public Defender, the Police Department, physicians, and other relevant people; testifies in court as to laboratory findings.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

CLASS TITLE: ASSISTANT FORENSIC TOXICOLOGIST II

CODE: 2457

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Considerable knowledge of: the principles and practices of biology, chemistry and toxicology with specific application to the analyses of body tissues and fluids.

Ability to: understand and use complex analytical and computer-assisted equipment; develop new analytical techniques; analyze and evaluate data collected in the course of investigations and prepare reports; supervise the work of subordinate employees; assist and represent the Forensic Toxicologist; provide technical information for forensic purposes.

ADOPTED: 3/7/88

#3006m

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

MAY - 1 2001

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JOB CODE: 2458
Business Unit: COMM

JOB CODE TITLE: FORENSIC TOXICOLOGIST

Definition: Under the general direction of the Chief Medical Examiner, the incumbent in this class directs the operations and activities of the Medical Examiner's Forensic Toxicology Laboratory for high proficiency; develops and implements policies, procedures and protocols necessary to ensure compliance with current professional forensic standards, SOFT and/ or NIDA standards and applicable legal requirements; develops, implements and monitors training procedures, technical and performance standards for the forensic toxicology staff; supervises, monitors and evaluates the work of professional and technical staff engaged in the performance of drug, forensic alcohol and poison analysis; reviews case reports and analytical findings of subordinate technical and professional staff; conducts and/or oversees difficult and complex toxicological examinations for forensically significant cases; serves as the technical expert in human forensic toxicology for the Medical Examiner, also consulting with and advising county physicians, law enforcement personnel, county attorneys and others; prepares technical reports and testifies in court or at hearings as an expert on forensic toxicological matters; oversees the maintenance, acquisition and upgrading of analytical instrumentation, equipment and computer systems; researches, develops, documents and initiates new analytical methods in a manner consistent with the Society of Forensic Toxicology laboratory guidelines; formulates the budgetary requirements of the toxicology laboratory.

Distinguishing Features: Class 2458 Forensic Toxicologist is distinguished from class 2457 Assistant Forensic Toxicologist II, which serves as the first-line supervisor to subordinate professional and technical staff, by its responsibility for the overall operation of the Forensic Toxicology Division, including the development, implementation and oversight of division policies, procedures and protocols.

Supervision Exercised: Supervises subordinate professional and technical toxicology staff, including Assistant Forensic Toxicologists I and II, and Forensic Laboratory Assistants.

Examples of Important and Essential Duties: According to the Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list.

1. Directs the operations and activities of the Medical Examiner's Forensic Toxicology Laboratory; plans, organizes, coordinates, supervises and evaluates all work in the toxicology laboratory; develops, recommends and implements policies, procedures and protocols for the division; enforces adherence to established department policies and procedures, including those governing specimen handling, processing and security, chain of custody, reporting and record keeping, release of specimens and disposal procedures consistent with the department's retention and disposal policy and state law; develops, updates and monitors compliance with a quality assurance program to ensure that all results reported by the laboratory are scientifically reliable, accurate and timely.
2. Develops and implements policies, procedures and protocols necessary to ensure compliance with current professional and legal standards, including: standards and procedures for specimen handling, processing and security, release and/or disposal of specimens in accordance with the department biohazard, blood borne pathogen and security policies; reporting and record keeping procedures; new methods for detecting drugs and other toxic materials; drug detection flow and analysis systems for effective and cost efficient drug analysis; procedures for maintenance and troubleshooting of scientific instrumentation faults, with return to service; validates all new drug assays and prepares a procedure protocol for each analytic method; develops cost benefit analyses for all new procedures.
3. Develops, implements and monitors training procedures, technical and performance standards for the toxicology and other forensic staff; develops complete, up-to-date and detailed step-wise procedure manuals to clearly delineate the division's standards, protocols, policies and procedures, and compliance with department policy; ensures that laboratory personnel are adequately and contemporaneously trained and proficient on analytical and instrument techniques, policies, procedures and quality assurance standards; ensures proper staff training on new equipment and software; maintains software upgrades.

4. Supervises, monitors and evaluates all work of the professional and technical staff; reviews and recommends to the Chief Medical Examiner personnel actions in the areas of performance, annual reviews, selection and disciplinary measures; oversees and reviews work of staff and advises subordinates on the more difficult aspects of the work, and in the analysis of case histories and data generated in each case; acts as a resource person, provides professional guidance, technical leadership and direction.
5. Reviews case reports and findings of subordinate technical and professional staff; makes certain that the analytic results are accurate and conform to case requirements, and signs all completed reports; interprets the data, confers with and advises the Chief Medical Examiner and Assistant Medical Examiners with respect to case results and cause of death determinations; discusses relevant issues with decedent's family.
6. Conducts and/or oversees difficult and complex toxicological examinations for forensically significant cases; conducts forensic alcohol determinations and quantitations in physiological specimens according to methods specified under Title 17, California Administrative Code of the State Department of Public Health; makes detailed analyses of blood, urine, other body tissues and evidence from Medical Examiner's cases and from living people suspected of violations of the law; uses complex analytical equipment and methods to determine the presence of drugs and other foreign compounds in forensically significant samples.
7. Serves as the professional expert in forensic toxicology for the Medical Examiner; consults with, interprets data for and advises physicians, law enforcement personnel, county attorneys and officials, and other agencies or commissions in matters pertaining to forensic toxicology; prepares technical reports and research proposals related to forensic toxicology; interprets toxicological data from external agencies; assists in case preparation and compiles technical reports, information and materials for presentation in court, and, if appropriate, makes recommendations with respect to legal action; testifies as an expert in court, at Police Commission or other Hearings, and at Medical Examiner's inquests on toxicological findings; and gives expert opinion on forensically significant toxicological data.
8. Oversees the maintenance, acquisition and upgrading of analytical instrumentation, equipment and computer systems; directs and plans the replacement, upgrading, installation, integration, maintenance, customization and enhancement of hardware, instruments and software; analyzes analytical instrumentation and equipment, as well as computer software and hardware, for compatibility with laboratory analytic flow scheme, feasibility and benefits; reviews current professional literature and recommends upgrades and improvements of analytical procedures, automation, instrumentation and direct online data transfer; ensures that all instruments and software are compatible with a LIS for future growth of the department; ensures the effective maintenance of the equipment and supplies of the laboratory, including maintenance and troubleshooting of scientific instrumentation; ensures enhancement of a laboratory LIS for a LAN to generate a summarized report of test results; interprets and integrates data collection from multiple instruments into a LAN for legal record and report production.
9. Formulates the budgetary requirements of the toxicology laboratory; makes staffing recommendations to the Chief Medical Examiner; evaluates needs and makes recommendations for new or replacement instrumentation, software and hardware.
10. Performs related duties as required.

Job Related and Essential Qualifications:

Knowledge of: principles and practices of biology, chemistry, biochemistry, pharmacology and forensic toxicology with specific application to the analyses of human body tissues and fluids; the interaction of organic and inorganic compounds, especially drugs, with human and mammalian systems; applicable legal terms, code sections, court procedures, and the laws of evidence; analytical instrumentation and equipment, as well as computer software and hardware, needed to perform difficult and complex toxicological examinations; principles of instrument and detector function and maintenance; principles of quality assurance and methods of assuring accurate analysis of samples.

Ability and skill to: prepare clear, concise and effective written reports, procedures and protocols; speak and communicate technical information in a clear and understandable manner appropriate to the understanding of the listener or legal decider of fact; listen and effectively elicit information; utilize and evaluate computer systems; organize, manage and coordinate toxicological activities at all levels; plan, assign, supervise, train and evaluate the work of subordinate personnel; conduct toxicological studies using complex equipment; interpret mass spectra results; perform independent research, prepare scientific reports, and articles for publication; review and evaluate technical, medical and legal reports and published data; apply specialized professional knowledge and skill in the use of

scientific methods as a basis for formulating opinions or recommendations, particularly in a forensic context; interact effectively with representatives of other City agencies; provide expert professional advice and testify as an expert in courts of law on matters related to forensic toxicology; effectively teach forensic toxicology to all department staff and residents or fellows in medical or drug related training.

Experience and Training Guidelines:

Possession of a doctorate degree from an accredited college or university with advanced coursework in biology, chemistry, pharmacology, toxicology or closely related fields with emphasis on human forensic toxicology; AND Three years laboratory experience in human forensic toxicology determinations; AND

Possession of, or eligibility to sit for, the examination leading to certification as a Diplomate of the American Board of Forensic Toxicology.

Licensure/Certification:

Certification as a Diplomate of the American Board of Forensic Toxicology within one year of employment or an acceptable alternate specialty certification.

Certification by the California Department of Health Services as a Forensic Alcohol Supervisor.

Special requirements: Nature of duties may require sustained physical effort involving manual skill, dexterity, hand/eye coordination, and ability to lift and carry equipment and supplies. Work environments may entail exposure to biohazards and potentially toxic chemicals, specimens from infectious and decomposed cases and/or persons who have died of drug or chemical poisoning; unpleasant odors or conditions; and exposure to disagreeable elements or situations inherent in this specialized field. This work requires compliance with the department policies pertaining to blood borne pathogen exposure prevention, biohazard exposure prevention, toxic chemical exposure prevention, evidence handling policy and security requirements on evidence, standards and information.

Retitled and amended: 3/7/88

Amended: 4/20/01

Reason for Amendment: to update and accurately reflect the current professional standards, tasks, knowledges, skills and abilities for this class.

DOCUMENTS DEPT.

MAY - 1 2001

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CLASS TITLE: FORENSIC LABORATORY MANAGER

CODE: 2459

CHARACTERISTICS OF THE CLASS:

Under general direction, manages the business operations of the forensic laboratories in the Chief Medical Examiner/Coroner's Office; purchases laboratory chemicals, supplies and equipment; develops and maintains computerized inventory; oversees the handling and disposal of hazardous materials; compiles and analyzes data related to laboratory activities; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position classification performs business management duties in the Toxicology and Pathology Laboratories at the Chief Medical Examiner/Coroner's Office. The incumbent is responsible for ensuring that the laboratories and the autopsy facility are adequately stocked with chemicals, supplies and equipment; that accurate records are maintained with regard to budgeting, purchasing and inventory; that hazardous materials are handled appropriately; and that safety precautions, equipment preventive maintenance and quality control procedures are followed by laboratory technical personnel.

This position is distinguished from other business manager positions in that the nature of the work requires a specialized knowledge of scientific concepts and terminology.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

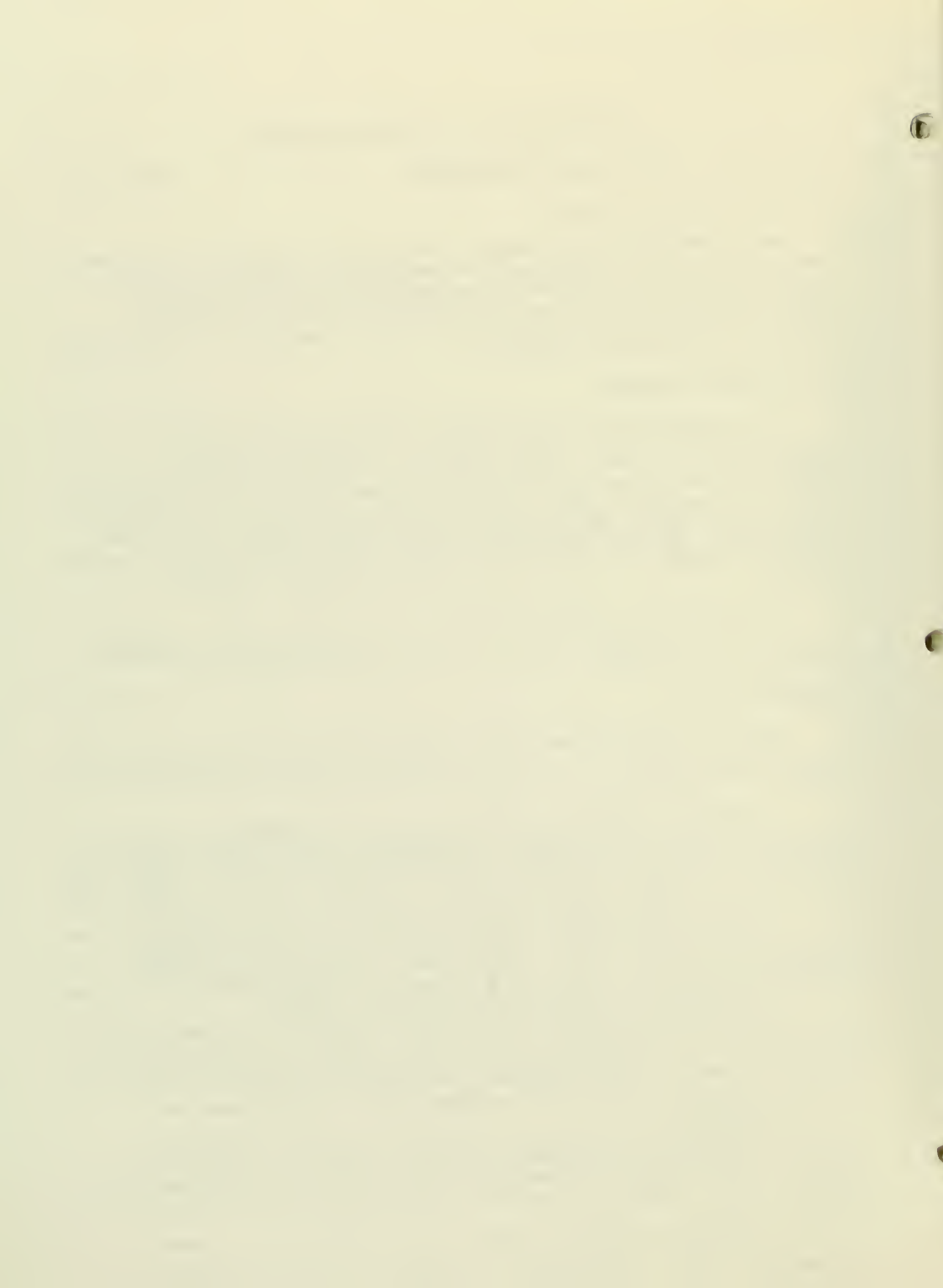
1. Purchases laboratory chemicals, supplies and equipment, using a time-based ordering system; makes recommendations concerning the selection of appropriate laboratory equipment and instrumentation; maintains a computerized inventory of chemicals and drug standards; maintains records of purchases and expenditures; assesses laboratory needs to assist in budget preparation.

2. Acts as Hazardous Materials Coordinator for the department; maintains up-to-date knowledge of Federal, State and local regulations concerning hazardous materials in use in the laboratories; develops and institutes training programs for employees in all aspects of hazardous materials handling and disposal; maintains records of hazardous waste disposal.

3. Coordinates business aspects of outside projects performed in the Medical Examiner's laboratories; participates in negotiations with requesting departments or agencies regarding programmatic and fiscal aspects of projects; performs purchasing, fiscal management and record-keeping for multiple on-going projects; interfaces between department and outside agencies regarding projects.

4. Reviews quality assurance performance of laboratory procedures; analyzes laboratory practices for efficiency and safety, in particular to assure that practices are followed which protect employees from communicable disease; reviews adherence to on-going equipment preventive maintenance schedule.

5. Prepares and maintains reports and records regarding laboratory activities; collects, statistically analyzes and interprets data, and disseminates reports regarding deaths in the City and County of San Francisco.



CLASS TITLE: FORENSIC LABORATORY MANAGER

CODE: 2459

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Requires knowledge of: concepts and terminology of chemistry, pharmacology, toxicology and medicine; laboratory techniques, practices and instrumentation; statistical analysis and data presentation; basics of hazardous materials handling and disposal procedures; principles, practices and methods of budgeting, organizing, purchasing, financial administration and quality control.

Requires ability to: research, read and understand scientific literature concerning laboratory practices and legislation pertaining to hazardous materials; develop and institute training programs; deal effectively and courteously with individuals from other City departments, outside agencies and vendors; prepare a variety of reports and maintain accurate records.

ADOPTED: 11-6-89

#4119c

CHARACTERISTICS OF THE CLASS:

Under general supervision, conducts bacteriologic, parasitologic, serologic and related laboratory tests and examinations; and performs related duties as required.

Requires responsibility for: performing scientific tests and investigations according to instructions and established methods and procedures; keeping complete and accurate records and submitting accurate reports on the results of investigations.

EXAMPLES OF DUTIES:

1. Performs qualitative and quantitative microscopic slide agglutination tests for syphilis; also standard qualitative and quantitative Kolmer complement fixation tests for syphilis on blood serums and cerebral spinal fluids; prepares necessary reagents and equipment used in connection therewith.

2. Performs quantitative tube agglutination tests for the laboratory diagnosis of typhoid, tularemia and other diseases.

3. Performs biochemical and agglutination tests to determine the presence of disease causing bacteria in foods and body waste materials; prepares specimens and uses microscope in the examination of slides of smears and concentrates of acid-fast bacilli; examines various smears and cultures with microscope for laboratory diagnosis.

4. Performs standard tests to determine presence of harmful bacteria in milk, dairy products, drinking water, sewage, shell fish, and other materials.

5. Performs various duties in connection with the setting up, care and maintenance of laboratory equipment; tabulates and maintains records of laboratory tests for examinations performed and submits detailed reports thereon.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in medical or public health bacteriology or microbiology.

Knowledge, Abilities and Skills: Requires a good technical and working knowledge of: the fundamentals of bacteriology, parasitology, serology, mycology, virology and hematology and of related laboratory procedures and techniques; the cultivation, isolation, and identification of micro-organisms found in specimens.

Requires skill and ability to: use and care for various items of laboratory equipment commonly used in a medical laboratory; follow oral and written instructions and keep accurate records of laboratory work; prepare related reports of findings.

License: Requires possession of a current valid certificate as a public health microbiologist issued by the state board of health.

CLASS TITLE: MICROBIOLOGIST (continued)

CODE: 2462

PROMOTIVE LINES:

To: Senior Microbiologist

From: Original entrance examination

CLASS TITLE: SENIOR MICROBIOLOGIST

CODE: 2464

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible laboratory work in the difficult phases of bacteriologic, parasitologic, serologic and related laboratory tests and examinations; supervises subordinate personnel; and performs related duties as required.

Requires responsibility for: carrying out scientific analyses of specimens according to established methods and procedures, but with latitude for independent action in unusual cases; the proper use and care of valuable laboratory equipment; maintaining detailed records and laboratory examinations and submitting accurate reports.

EXAMPLES OF DUTIES:

1. Performs qualitative and quantitative VDRL slide flocculation tests and Kolmer complement fixation tests on blood samples for the detection of syphilis and other diseases; employs necessary equipment such as centrifuge, rotator and microscope in connection therewith; groups and labels specimens and records test results on appropriate forms.
2. Performs cultural examinations for gonococcal infections on cultures received from clinics or institutions.
3. Performs the direct or the formalinether sedimentation tests on body wastes in order to determine the presence of various parasites; examines animal remains for presence of rabies.
4. Employs bacteriological examination of body wastes in order to determine the presence of exterior diseases; receives and examines body fluids, wastes and pathological material by means of smear tests and cultural examinations in order to determine the presence of tubercle bacilli; prepares and examines vaginal smear in rape cases.
5. Examines dairy products, shell fish, and water by means of bacteriological tests and analyses in order to determine their fitness for human consumption.
6. May supervises or assist in the setting up and maintenance of laboratory equipment, preparation of solutions, reagents and other media, maintenance of accurate and detailed laboratory records, and the preparation of and submission of reports.
7. Supervises subordinate laboratory personnel, both professional and non-professional; instructs and advises subordinates regarding their duties and inspects and checks their work.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in medical or public health bacteriology or microbiology.

Requires two years of experience as a microbiologist, or an equivalent combination of training and experience.

CLASS TITLE: SENIOR MICROBIOLOGIST (Continued)

CODE: 2464

Knowledge, Abilities and Skills: Requires thorough technical and working knowledge of: bacteriology, parasitology, serology, mycology, verology and hematology and related laboratory procedures and techniques; the cultivation, isolation and identification of micro-organisms found in specimens.

Requires skill and ability to: make difficult and important laboratory tests and analyses with speed and accuracy; keep accurate records of laboratory work; prepare complete and accurate reports; supervise, advise and train subordinate personnel.

License: Requires possession of a current valid certificate as a public health microbiologist issued by the state board of health of the state of california.

PROMOTIVE LINES:

To: Chief Microbiologist

From: Microbiologist

CLASS TITLE: VIROLOGIST

CODE: 2465

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for planning, developing and implementing the virology program of the public health laboratories; performs virological procedures; supervises subordinate personnel; and performs related duties as required.

DISTINGUISHING FEATURES:

A virologist is distinguished from other microbiology classifications in that virology is a specialty within the field of microbiology. Whereas the microbiologists follow established methodologies, the virologist must develop new procedures and techniques for identifying viral micro-organisms. Furthermore, the virologist provides technical consultation to clinicians by advising on procedures to be followed.

EXAMPLES OF DUTIES:

1. Plans develops and implements the program of virological services for the public health laboratories; coordinates the virology program with other public health laboratory programs.

2. Researches and develops new procedures and techniques for identifying viral micro-organisms and for quality control purposes.

3. Performs virological procedures and examinations, including those involving serologic and tissue culture techniques.

4. Provides technical consultation to clinicians and medical personnel as to advising them on what diagnostic procedures to follow and assists with interpretation of laboratory test results.

5. Performs related scientific and professional duties including keeping up-to-date with recent developments within the virology specialty; applying these discoveries to current research, preparing and presenting scientific papers and lectures and representing the laboratory at professional meetings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of an earned doctoral degree from an accredited college or university with major course work in virology or medical or public health microbiology.

Requires one year of post-doctoral experience within the past three years as a virologist or microbiologist in a public health or comparable medical laboratory.

CLASS TITLE: VIROLOGIST

CODE: 2465

MINIMUM QUALIFICATIONS (contd)

Knowledge Abilities and Skills: Requires a comprehensive technical and working knowledge of the principles and laboratory applications of virology and related laboratory methods, facilities, equipment and materials; the organization and operation of a virological laboratory. Requires good knowledge of the principles of supervision and training.

Requires skill in: planning, organizing and directing the activities of a diagnostic virological laboratory; originating and developing new laboratory diagnostic and research methods; performing and interpreting virological procedures and examinations.

Requires ability to: speak and write effectively; establish and maintain effective relationships with laboratory and medical personnel; supervise the work of others; prepare scientific papers for publication or verbal presentation.

CERTIFICATE:

Possession of a current valid certificate as a Public Health Microbiologist issued by the California State Department of Health.

Promotive Lines:

To: Director, Public Health Laboratories

From: Original Entrance Examination

(NEW CLASS)

ADOPTED: OCTOBER 4, 1976

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the over-all planning, direction and coordination of the work of the public health bacteriological laboratories; assigns, advises and inspects the work of subordinate personnel; and performs related duties as required.

Requires responsibility for: interpreting and enforcing departmental policies and originating intra-unit policies and procedures; contacting officers and employees of other divisions, representatives of other agencies and governmental jurisdictions, and the general public; submitting detailed and accurate reports dealing with the activities of the laboratory.

EXAMPLES OF DUTIES:

1. Supervises the personnel, operations and procedures of the bacteriological laboratories; assigns work and participates in the more important aspects of difficult tests and procedures; assigns duties to a number of microbiologists and laboratory technicians; checks progress of work and accuracy of results; may personally perform various tests during absence of regular personnel.

2. Assures that laboratory methods are followed and adhere to established or recommended methods; makes choice of alternate methods in specific instances on basis of personal evaluation of conditions; keeps the director of public health informed of new methods and procedures and as to their practicability for adoption in local laboratories.

3. Acts as liaison officer between the laboratories and various sections of the health department and the public, also with laboratory sections of the state department of public health as well as other public jurisdictions.

4. Is responsible for preparation of annual budgetary needs for the laboratory as to personnel, materials, supplies and equipment required on the basis of workload records and anticipated requirements.

5. Is responsible for the compilation, preparation and review of monthly, semi-monthly and annual reports of work done by the public health laboratories; prepares annual report for the state department of health showing accomplishments, needs and changes anticipated for the succeeding period.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in medical or public health bacteriology or microbiology.

Requires at least five years experience at the professional level in the field of microbiology, at least two years of which shall have been at the level of senior microbiologist; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive technical and working knowledge of: bacteriology, hematology, parasitology, serology, microbiology and serology and related laboratory procedures and techniques; the organization and operation of a public health bacteriological laboratory.

CLASS TITLE: CHIEF MICROBIOLOGIST (continued)

CODE: 2466

Requires the skill and ability to: plan, organize and direct the activities of a public health laboratory; advise, instruct and direct subordinates engaged in important laboratory work; establish and maintain effective working relationships with officials and employees of governmental jurisdictions and with the general public; supervise the maintenance of complete and detailed records; prepare accurate and concise technical reports.

License: Possession of a current valid certificate as a public health microbiologist issued by the state board of health.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Senior Microbiologist

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs difficult and varied chemical, mineral and bacteriological analyses of water at a water purification plant; and performs related duties as required.

Requires responsibility for: carrying out assignments according to prescribed methods; using independent judgment in the performance of duties; maintaining accurate and complete records and preparing and submitting clear and concise reports.

EXAMPLES OF DUTIES:

1. Performs chemical analysis and bacteriological examinations, complete and partial mineral analysis and physical tests of water samples; tests for original water leaks; makes necessary calculations and records results of tests; prepares and submits related detailed reports.

2. Investigates, develops or improves analytical methods and techniques relating to water purification processes; periodically compiles chemical and physical data and submits reports.

3. Makes micro-biological, limnological and ecological investigations of reservoirs and distribution systems; surveys reservoirs to determine the effects of biological, biochemical and physical factors.

4. Makes radiological examinations of potable waters to insure optimum safety to water consumers; maintains related monitoring and testing equipment.

5. Prepares and supervises the preparation of standard solutions and reagents; calibrates and maintains laboratory instruments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in biology or chemistry.

Requires one year of experience in making chemical analysis and tests; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: the chemical and bacteriological characteristics of water; organisms commonly occurring in water supplies; general chemical quantitative and qualitative analyses; chemical laboratory equipment and its uses; sources of information on sanitary chemistry; sampling techniques used in chemistry; the techniques used in the treatment of drinking water.

Requires skill and ability to: follow complicated instructions; effectively apply scientific techniques in conducting analyses and investigations; keep accurate records and write clear and concise reports.

License: Requires possession of a valid california motor vehicle operator's license.

PROMOTIVE LINES:

To: Senior Water Chemist
Senior Sewage Treatment Chemist

From: Original entrance examination



(NEW CLASS)

CLASS TITLE: WATER QUALITY CHEMIST

CODE: 2471

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs difficult and varied chemical, mineral and bacteriological analyses of water supplies, waste water, sludges and industrial wastes; and performs related duties as required.

Requires responsibility for: Carrying out assignments according to prescribed methods; using independent judgment in the performance of duties; maintaining accurate and complete records and preparing and submitting clear and concise reports.

EXAMPLES OF DUTIES:

1. Performs chemical analysis and bacteriological examinations, complete and partial mineral analysis and physical tests of water samples; tests for origins of water leaks; makes necessary calculations and records results of tests; prepares and submits related detailed reports.

2. Performs a variety of chemical, biochemical and bacteriological tests of waste water plant wastewaters, sludges and bodies of water receiving waste water discharges in order to determine the effectiveness of waste water treatment plant operations; analyzes industrial wastes discharged to sewers or into bay waters.

3. Performs research on assigned projects; investigates, develops and/or improves analytical methods and techniques relating to water purification and waste water treatment processes; maintains complete and accurate records on related laboratory analyses.

4. Makes microbiological, limnological and ecological investigations of reservoirs and distribution systems; surveys reservoirs to determine the effects of biological, biochemical and physical factors.

5. Makes radiological examinations of potable waters and waste waters to insure optimum safety to water consumers and treatment plant personnel; maintains related monitoring and testing equipment.

6. Prepares chemical solutions and reagents for use in the laboratory; maintains laboratory instruments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with major course work in biology, chemistry, chemical engineering, or sanitary engineering, or a related field.

Requires one year of experience in making chemical and bacteriological analyses and tests; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: The chemical, physical and bacteriological characteristics of drinking water, waste water and industrial wastes; organisms commonly occurring in water supplies and waste waters; general chemical quantitative and qualitative analysis; sources of information in fields related to waste water and industrial waste analysis; methods for the analysis of waste water; the techniques used in the treatment of drinking water.

Requires skill and ability to: Follow instructions in the performance of complex and difficult scientific analyses; use chemical laboratory equipment; prepare clear and concise reports.

PROMOTIVE LINES:

To : 2472 Senior Water Chemist
2478 Senior Sewage Treatment Chemist

From: Original entrance examination

(Consolidates classes 2470 Water Chemist and 2476 Sewage Treatment Chemist)



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR WATER CHEMIST

CODE: 2472

CHARACTERISTICS OF THE CLASS:

Under general direction, regulates the activities of the laboratory section of the water purification division; supervises water chemists in the performance of their duties; personally performs the more difficult and complex water analyses; and performs related duties as required.

Requires responsibility for: directing laboratory activities according to existing policies, department standards, state regulations, and established methods and techniques; contacting representatives of private industry and other governmental jurisdictions; accurate analysis of data prepared by subordinates.

EXAMPLES OF DUTIES:

1. Plans, assigns and reviews the work of professional and non-professional subordinate personnel engaged in research, field surveys, and general laboratory work relating to the analysis of drinking water and control and regulation of water purification activities.

2. Performs the more difficult chemical analyses and advises subordinates, as required; inspects, analyzes and interprets data prepared and submitted by subordinates; recommends to superiors methods of control of bacteriological, mineral and other factors relating to water quality.

3. Instructs subordinates in the use and maintenance of laboratory and field equipment; inspects and calibrates equipment in order to determine the necessity of adjustments, repairs or replacement.

4. Confers with federal, state and city government employees and representatives of private industry for the purpose of obtaining and providing information pertaining to water analysis; consults with and advises interested parties on matters dealing with the analysis of water or related technical subjects.

5. May act for the water purification division manager in his absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in chemistry or a closely related field.

Requires three years of responsible experience in professional chemical laboratory work, preferably with some work in the field of sanitation or water purification; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: the chemical and bacteriological characteristics of water; organisms commonly occurring in water supplies; general chemical quantitative and qualitative analysis; chemical laboratory equipment and its uses; sources of information on sanitary chemistry; sampling techniques; techniques used in the treatment of drinking water.

CLASS TITLE: SENIOR WATER CHEMIST
(continued)

CODE: 2472

Requires skill and ability to: supervise, assign, inspect and verify the work of subordinates engaged in scientific, analytical, or research work; supervise the maintenance of a comprehensive and accurate system of records; prepare clear and concise reports on activities; establish and maintain effective relationships with governmental employees and the general public.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Water Chemist
Sewage Treatment Chemist .

:

CLASS TITLE: MARINE BIOLOGIST

OCT 19 1987

CODE: 2473

CHARACTERISTICS OF THE CLASS:

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Under general supervision, performs difficult and varied biological and taxonomic analyses of benthic invertebrate and other marine communities in ocean and bay areas which are located at sewage outflow sites; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is the working level in the marine biologist series and is distinguished from the senior level in that the latter class is responsible for planning, directing and supervising the work of a unit of marine biologists. Incumbents in these positions are assigned to gather field samples aboard a boat and may encounter inclement weather or hazardous working conditions.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Performs biological and taxonomic analyses of benthic invertebrate and fish communities, researches published marine biology keys and literature to determine specific identification, and records results of analyses.

2. Conducts ecological sampling of marine waters using otter trawls, benthic grabs, box corers and other sampling equipment; prepares, cleans and sorts samples for analysis.

3. Prepares specimens for dissection of tissue for histopathological and dietary analyses and for reference collections.

4. Compiles data and writes reports on marine invertebrate community composition and health, sediment chemistry and ambient water column conditions; performs research and prepares reports on assigned projects; and prepares detailed and technical reports and diagrams..

QUALIFICATIONS

"The examination announcement shall provide the qualifications...and other particulars....Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

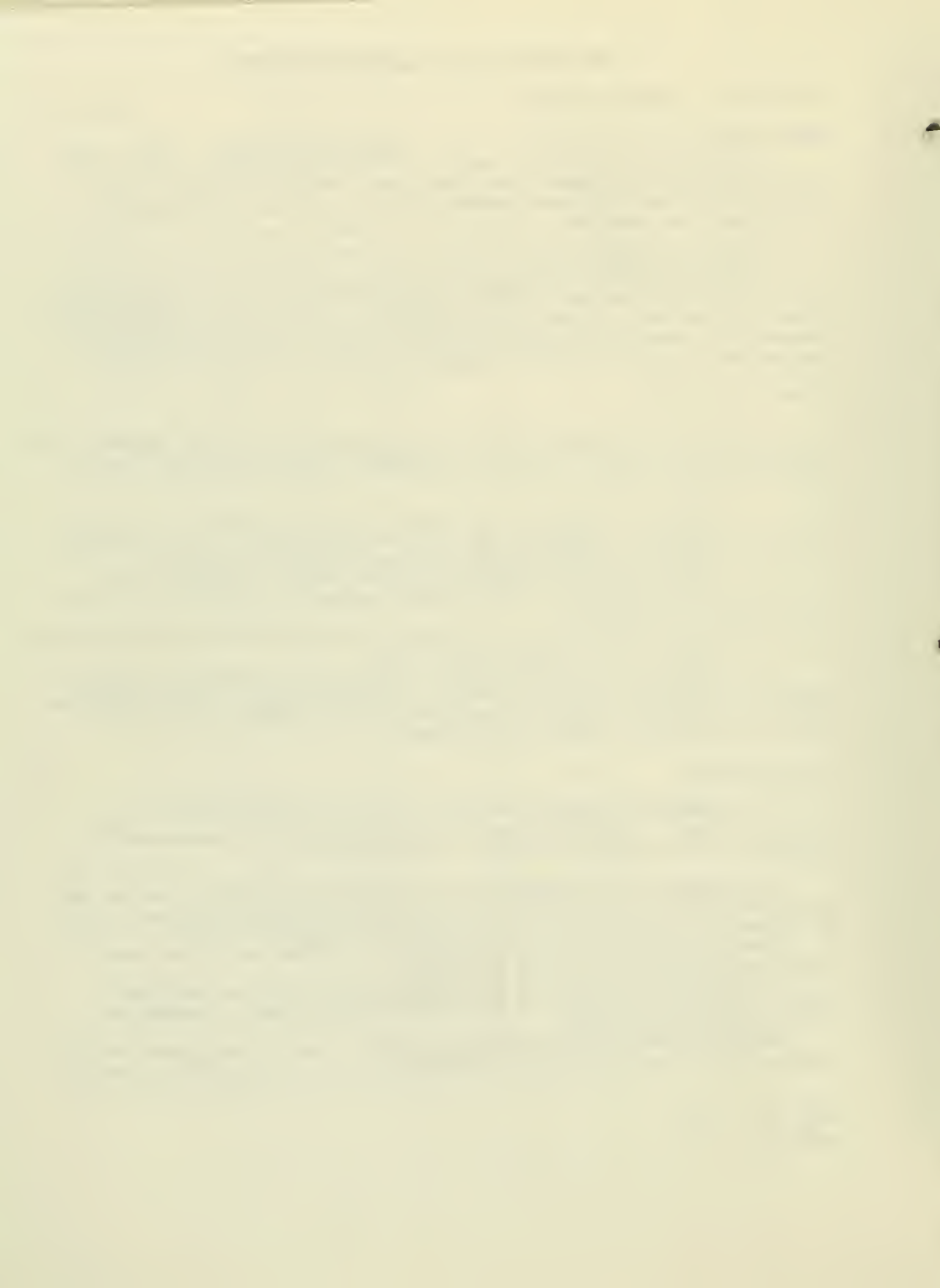
Knowledges, Skills and Abilities: Good working knowledge of marine and estuarine communities and their interaction; taxonomic identification; sources of information in marine biology and ecology and fisheries biology.

General knowledge of state and federal regulations that affect water quality and monitoring of marine conditions.

Skill in use of dissecting and compound light microscopy and other related laboratory equipment; and use of field sampling water, sediment and fishery collection equipment.

Ability to write clear and concise technical reports and prepare detailed diagrams, and to work under adverse conditions while collecting field samples.

ADOPTED: 7/20/87
#0092m(a)



CLASS TITLE: SENIOR MARINE BIOLOGIST

OCT 19 1987

CODE: 2474

CHARACTERISTICS OF THE CLASS:

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Under general direction, is responsible for directing laboratory and field sampling activities of a group of marine biologists engaged in bay and ocean monitoring of marine ecology located at sewage outfall sites; reviews and prepares detailed technical reports required by regulatory agencies; provides expert technical interpretation of biological monitoring reports, data and analyses performed in the laboratory; and performs related duties as required.

DISTINGUISHING FEATURES

This class is distinguished from the journey level marine biologist by its responsibility for planning, directing and supervising the work of a unit of marine biologists.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, assigns and directs the operation of a biological laboratory unit engaged in the analysis of discharged sewage effluent on marine ecosystems, establishes schedules for sample analysis to meet state and federal regulatory agency deadlines and comply with permit conditions, and coordinates sampling activities.

2. Supervises subordinates in the collection, preparation and analyses of water, sediment and fishery samples; supervises the analysis, reduction and interpretation of data; develops and reviews data collection and analytical technique; maintains quality assurance and control within the unit.

3. Evaluates the effect of sewage effluent on marine ecosystems through the interpretation of laboratory analyses, reviews data on biological and taxonomic analyses of benthic invertebrate and fish communities.

4. Supervises the writing of comprehensive and technical reports to regulatory agencies, assigns and reviews written analyses of required data, assembles and edits final reports; is responsible for the technical interpretation of all reported biological data.

5. Directs and reviews laboratory work on various research projects, may personally perform field surveys to evaluate effluent discharged to the marine environment.

6. May prepare contracts and meet with consultants and contractors in the performance of field or laboratory assignments; such as coordinating with boat operators in the schedule of launchings and sites for sampling.

QUALIFICATIONS

"The examination announcement shall provide the qualifications...and other particulars....Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

QUALIFICATIONS: (Cont.)

Knowledges, Skills and Abilities: Comprehensive knowledge of biological, physical and chemical characteristics of the marine environment subject to the discharge of sewage effluents; analytical methods used to determine the effect of sewage effluent on marine environments.

Thorough knowledge of marine taxonomic identification, and sources of information in marine biology and ecology and fisheries biology.

Skill in the use of laboratory equipment and instrumentation used to measure the effects of sewage effluents on marine ecology.

Considerable ability to apply and interpret the results of analyses of sewage plant effluent constituents on marine ecosystems and prescribe remedial actions; plan, assign and direct the work of subordinates; deal effectively and courteously with other departmental personnel and with representatives of regulatory agencies and the general public.

ADOPTED: 7/20/87
#0092m(b)

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs difficult and varied chemical and physical analysis of sewage treatment plant products and effluents, industrial wastes, and bay, ocean and creek waters; and performs related duties as required.

Requires responsibility for: performing duties according to established procedures and instructions of supervisor; exercising discretion and independent judgment and action; keeping accurate and detailed records; submitting clear and concise reports.

EXAMPLES OF DUTIES:

1. Performs various chemical, bio-chemical, and bacteriological tests of sewage plant effluents and bodies of water receiving such discharges in order to determine the effectiveness of and needed controls for sewage treatment operations.

2. Performs air pollution control services; performs chemical analyses of industrial wastes discharged into bay waters in order to determine their origin; analyzes water leaks in order to determine their source.

3. Performs research of assigned projects; investigates and reports on new developments in the field of sewage treatment; calculates results to laboratory analysis and maintains complete and accurate related records; prepares and submits detailed and accurate reports of tests.

4. Prepares standard chemical solutions and reagents for use in the laboratory; cleans, sterilizes and calibrates laboratory equipment and otherwise maintains laboratory equipment and supplies in good order.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in biology or chemistry or a closely related science.

Requires one year of experience in making chemical analysis and tests; or an equivalent combination of training and experience.

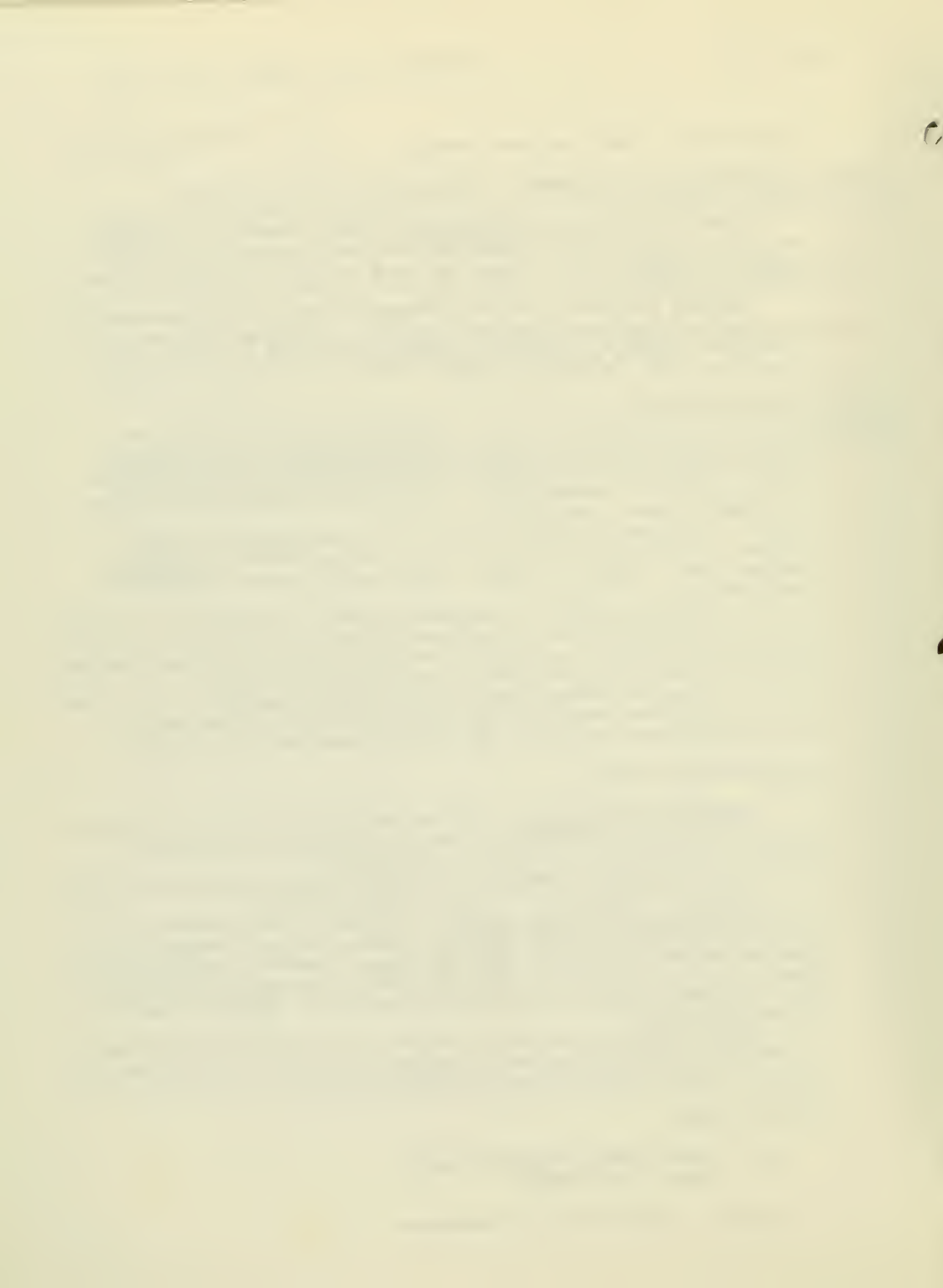
Knowledge, Abilities and Skills: Requires a good knowledge of: the chemical, physical and bacteriological characteristics of sewage; general chemical analysis; organisms common to sewage; laboratory equipment and its uses; sources of information in fields related to sewage and industrial waste analysis; standard methods for the analysis of sewage; the principles of sewage treatment.

Requires skill and ability to: follow instructions in the performance of complex and difficult scientific analyses and research projects; maintain accurate records; prepare clear and concise reports.

PROMOTIVE LINES:

To: Senior Sewage Treatment Chemist
Senior Water Chemist

From: Original entrance examination



CLASS TITLE: SENIOR SEWAGE TREATMENT CHEMIST

CODE: 2478

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for directing all laboratory activities in a large sewage treatment plant; serves as plant superintendent during his absence; or is in overall charge of a small, complex sewage treatment and water reclamation plant, including all laboratory activities; and performs related duties as required.

Requires responsibility for: Interpreting, carrying out, enforcing and assisting in the development of methods and procedures relative to the operation of the sewage treatment plant; making regular responsible contacts with other departmental personnel, outside professional groups and others in connection with laboratory and treatment plant activities; preparing and supervising the preparation of detailed laboratory reports and analyses.

EXAMPLES OF DUTIES:

1. Plans, assigns and directs the operation of a chemical laboratory in connection with the bacteriological analysis of sewage and infiltration waters; personally performs the more complex analyses in connection with plant operations.
2. Assists in determining plant operation methods and procedures through the interpretation and evaluation of laboratory analyses of treated sewage.
3. Prepares work schedules and assigns duties to laboratory and operating personnel; reviews laboratory reports and recommends necessary adjustments in treatment processes; maintains laboratory or plant supply inventories and the requisitioning of necessary materials and supplies; prepares and assists in the preparation of plant operating budgets and reports; supervises the preparation and maintenance of operating records.
4. Directs laboratory work on various research projects for other departments; supervises the investigation of the sources of air pollution and the collection of air samples for laboratory analyses relative to air pollution controls; makes investigations and analyses of industrial waste problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in chemistry or a closely related science.

Requires four years of progressively responsible professional chemical laboratory experience, preferably in the field of sanitation, including at least two years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Chemical, physical and bacteriological characteristics of sewage and its effect on plant machinery and equipment and receiving waters; chemical methods and microbiology relating to sewage and sanitation laboratory equipment and its usage; standard methods for analysis of sewage.

Requires considerable ability to: Plan, assign and direct the activities of subordinate personnel; apply results of chemical analysis to plant and operating problems and recommend necessary remedial action; deal effectively and courteously with other department personnel, outside agencies and the general public; prepare and review detailed operating records and reports.

CLASS TITLE: SENIOR SEWAGE TREATMENT CHEMIST

CODE: 2478

MINIMUM QUALIFICATIONS: (Cont.)

Licenses: Possession of appropriate grade level certificate issued by California Water Resources Control Board as follows:

<u>Location</u>	<u>Fully Qualified Operator</u>	<u>Operator-in-Training</u>
Richmond-Sunset	Grade IV	Operator-in-Training
Northpoint	Grade IV	" "
Southeast Storm Flow Plant	Grade IV	" "
S.F. International Airport	Grade III	" "
Recreation & Park Reclamation Plant	Grade IV	" "

PROMOTIVE LINES:

TO: Sewage Treatment Plant Superintendent

FROM: Sewage Treatment Chemist
Water Chemist

AMENDED: 7-6-78

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: Supervisor Of Laboratories. Water
Quality Control

CODE: 2480

CHARACTERISTICS OF THE CLASS:

Under general direction is responsible for planning, organizing and supervising water pollution control or potable water purification laboratory facilities and related field testing operations; supervises subordinate laboratory and technical personnel; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is distinguished from other management and supervisory positions in the water quality field by its primary responsibility for supervising all laboratory facilities in the City's water pollution control or potable water purification treatment programs. The employees in this class will be responsible for administratively supervising Senior Water Chemists or Senior Sewage Treatment Chemists and other technical personnel located at various laboratory sites and acting as a technical advisor to the Department of Public Works or the Public Utilities Commission on water quality, treatment methods and practices.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs on a city-or system-wide basis potable water quality or water pollution control laboratory activities; directs a variety of tests of potable water or waste water including but not limited to chemical, biological, bacteriological and radiological tests.
2. Through subordinate supervisory personnel reviews work loads and quality assurance performance of individual laboratories; develops, improves and coordinates laboratory methods and procedures, including coordination with other divisions or departments, as necessary.
3. Supervises and participates in the laboratory evaluation of various potable water or waste water treatment processes; recommends changes as required; during critical situations may personally perform highly complex testing procedures.
4. Reviews and implements various legal requirements and permits relating to the performance of the laboratories; reviews effectiveness of laboratory equipment and instrumentation recommends changes as required; prepares annual budget for equipment, supplies and personnel needs of the laboratories.
5. Directs training programs for employees; as assigned, participates in program planning and policy setting for the Bureau of Water Pollution Control or San Francisco Water Department.
6. As assigned, may prepare reports for submission to various governmental agencies on potable water quality or water pollution control matters; serves as technical advisor to the Department of Public Works or the Public Utilities Commission and other City officials; may appear before public and private groups on matters relating to drinking water quality or water pollution control.

CLASS TITLE: Supervisor of Laboratories. Water
Quality Control

Code: 2480

MINIMUM QUALIFICATION:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in chemistry, bacteriology, chemical engineering, sanitary engineering or a closely related field. The baccalaureate degree requirement must include courses in analytical chemistry and bacteriology.

Requires six years of progressively responsible chemical laboratory experience involving the chemical and bacteriological analysis of water or wastewater, including at least three years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: the bacteriological and chemical characteristics of potable water, wastewater and related effluents; general chemical qualitative and quantitative analysis; micro-organisms, organic and non-organic pollutants of water and wastewater; methods, procedures and legal requirements and legal requirements of collection, treatment and disposal of wastewater or the impounding, treatment and distribution of drinking water; modern laboratory equipment and its effective utilization; sources of information on water, wastewater and industrial waste control and disposal.

Requires considerable ability to: evaluate a variety of laboratory tests relating to water or wastewater treatment, develop and supervise complex research projects; supervise and participate in the preparation of complex technical reports; supervise and train subordinate laboratory personnel; deal effectively and courteously with other City departments, outside agencies and the general public.

Possession of a Grade IV level certificate (Waste Water Treatment Plant Operator) issued by the California Water Resources Control Board, or a Grade IV level certificate (Water Treatment Plant Operator) issued by the California Department of Health Services, is highly desirable.

License: Possession of a current valid California driver's license.

ADOPTED: 2-2-81
AMENDED: 2-25-85
#0048b

DEC 21 2000

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES****SAN FRANCISCO
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**JOB CODE TITLE: WATER QUALITY TECHNICIAN I/
WATER QUALITY TECHNICIAN II** **JOB CODE: 2481
Business Unit: COMM**

DEFINITION:

Under general supervision, performs entry or trainee to complex journey-level technician duties to evaluate water and wastewater plant operation and to determine industrial discharge compliance with pretreatment and source control standards; conducts chemical and microbiological analyses, keeps detailed and accurate records and enters laboratory data into information management systems; conforms to laboratory safe practices and assists chemists, biologists and other laboratory professionals as necessary to achieve the goals of the laboratory.

DISTINGUISHING FEATURES:

Water Quality Technician I is the entry or trainee level of this series. Incumbents in this code perform simple to more complex laboratory tasks under the close lead of a Water Quality Technician III.

Water Quality Technician II is the journey level of this series. Incumbents in this class perform increasingly more complex laboratory analyses under general lead of a Water Quality Technician III or are assigned to the Field Monitoring Division of the Bureau of Environmental and Regulatory Management (BERM), Public Utilities Commission (PUC). Water Quality Technician I/II reports to Class 6115 Wastewater Control Inspector when assigned at BERM and perform instrumentation and calibration, and other laboratory tests.

Incumbents in this class understand analytical laboratory procedures and practices, generally work independently and must exercise sound analytical judgment. Incumbents may participate in workgroups under the coordination of Biologist I/II or Chemist I/II.

SUPERVISION EXERCISED: None**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2481 Water Quality Technician I/II and are not intended to be an inclusive list.

1. Performs simple to increasingly more complex physical, chemical and microbiological laboratory tests of drinking and wastewater samples and other materials according to established procedures; prepares samples for the analysis of trace elements using filtration and acid digestion techniques; prepares samples for the analysis of trace organic constituents using solvent extraction, evaporation and filtration techniques.
2. Collects samples from reservoirs, transmission lines, sewer lines, water and wastewater treatment plants, wastewater collection systems, beaches, marine and estuarine waterbodies using written techniques and procedures; performs field tests according to procedures for pH, temperature, dissolved sulfides, oxidizers, dissolved oxygen; performs quality assurance audits to insure proper sample identification and presentation prior to delivery to the laboratory for analysis.

**JOB CODE TITLE: WATER QUALITY TECHNICIAN I/
WATER QUALITY TECHNICIAN II**

**JOB CODE: 2481
Business Unit: COMMN**

3. Documents the collection of samples by proper sample labeling, chain of custody documentation and entering accurate information into log books; submits clear and detailed daily field records documenting all sampling and monitoring activities.
4. Conducts fee constituent analyses (BOD – Biochemical Oxygen Demand, TSS – Total Suspended Solids, and Oil and Grease) on samples of industrial discharges to the sewer system; conducts various physical and chemical analyses to determine the effectiveness of water or wastewater treatment plant operation as directed.
5. Assists biologists conducting coliform analyses on water, wastewater and seawater samples; assists chemist to complete analyses of a variety of substances and matter within client stipulated deadlines.
6. Conducts analyses in accordance with established Quality Assurance/Quality Control (QA/QC) protocols, records accuracy and precision measurements, evaluates contamination through blank analyses, works with QA/QC section to improve technique; follows all laboratory safety practices, wears protective clothing and equipment.
7. Operates, calibrates, maintains and properly documents the use of automatic sampling equipment, gas detectors, continuous monitoring pH meters, portable pH meters, flow and meters; maintains maintenance and calibration records for a variety of field equipment; may operate complex chemical instrumentation.
8. Receives samples, creates batches and performs analyses according to standard Environmental Protection Agency (EPA) protocols; enters data generated via analysis and submits data for review to Chemists; returns samples for archiving as necessary to the appropriate laboratory personnel.
9. Prepares reagents, sterilizes glassware, materials and equipment, filters sample, uses sterile technique to minimize contamination, records and enters data as appropriate; maintains an adequate inventory of laboratory supplies and materials; may clean, calibrate and otherwise maintain delicate laboratory instruments.
10. Prepares reports, charts and graphs as required.
11. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: chemical evaluation of water and wastewater treatment practices; general organic and inorganic chemistry; and laboratory safety procedures.

Ability to: learn new procedures and protocols for the analysis of samples; demonstrate good laboratory technique and familiarity with the calibration and maintenance of less complex chemical instruments; organize; follow detailed oral and written instructions; read water meters, both analog and digital; perform basic mathematical calculations such as flow rates, concentration, sums and products; work independently; and exercise judgement.

Skill in: handling, operating and maintaining laboratory materials and equipment.

EXPERIENCE AND TRAINING GUIDELINES:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCESJOB CODE TITLE: WATER QUALITY TECHNICIAN I/
WATER QUALITY TECHNICIAN IIJOB CODE: 2481
Business Unit: COMM**DEFINITION:**

Under general supervision, performs field and laboratory technician duties to evaluate water and wastewater treatment plant operation, and to determine industrial discharge compliance with pretreatment and source control standards; conducts chemical and microbiological analyses, keeps detailed and accurate records and enters laboratory data into information management systems; conforms to laboratory safe practices.

DISTINGUISHING FEATURES:

Water Quality Technician I is the entry level of this series. Incumbents in this class perform simple to increasingly more skilled field and laboratory tasks under direct supervision.

Water Quality Technician II is the journey level of this series. Under general supervision, incumbents in this class perform skilled laboratory analyses or field monitoring duties. Incumbents in this class understand analytical laboratory and field monitoring procedures and practices, generally work independently, and exercise sound analytical judgment.

SUPERVISION EXERCISED: None**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to 2481 Water Quality Technician I/II and are not intended to be an inclusive list.

1. Performs simple to increasingly skilled physical, chemical and microbiological laboratory analyses of drinking water, wastewater, and other environmental samples; prepares samples for inorganic and organic analysis.
2. Collects samples from reservoirs, transmission lines, sewer lines, water and wastewater treatment plants, wastewater collection systems, beaches, marine and estuarine water bodies using established techniques and procedures; performs field tests for pH, temperature, dissolved sulfides, oxidants, dissolved oxygen; follows quality assurance protocols to ensure proper sample identification prior to delivery to the laboratory.
3. Documents the collection of samples by following established protocols; submits clear and detailed daily field records documenting all sampling and monitoring activities.
4. Conducts fee constituent analyses (COD-Chemical Oxygen Demand, TSS-Total Suspended Solids, and Oil and Grease) on samples of industrial discharges to the sewer system; conducts various physical, chemical, and biological analyses to determine the effectiveness of water and wastewater treatment plant operations as directed.
5. Assists biologists conducting coliform analyses on water, wastewater, and seawater samples; assists chemists to complete sample analyses within client stipulated deadlines.
6. Conducts analyses in accordance with established Quality Assurance (QA) protocols, records accuracy and precision measurements, evaluates contamination through analyses of blanks, works with QA/QC section to improve technique; follows all laboratory safety practices, wears protective clothing and equipment.
7. Operates, calibrates, maintains, and properly documents the use of automated sampling equipment, gas detectors, continuous monitoring pH meters, flow meters; maintains maintenance and calibration records for a variety of field equipment; may operate chemical test instrumentation.

**JOB CODE TITLE: WATER QUALITY TECHNICIAN I /
WATER QUALITY TECHNICIAN II**

**JOB CODE: 2481
Business Unit: COMMN**

8. Receives samples, creates batches, and performs analyses according to Environmental Protection Agency (EPA) and other approved standard protocols; enters data generated for review.
9. Prepares reagents, sterilizes glassware, uses sterile technique to minimize contamination, sterilizes and disposes of laboratory waste, maintains an adequate inventory of laboratory supplies and materials; may clean, calibrate, and otherwise maintain delicate laboratory instruments.
10. Prepares reports, charts, and graphs as required.
11. Performs related duties as needed or assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: the basic principles of water and wastewater treatment, general organic and inorganic chemistry, field monitoring and laboratory procedures, field and laboratory safety practices.

Ability to: learn procedures for the analysis of samples; demonstrate good laboratory and field monitoring technique; follow detailed oral and written instructions; read water meters; perform basic mathematical calculations; work independently; and interact with the general public.

Skill in: handling, operating and maintaining laboratory materials and equipment.

EXPERIENCE AND TRAINING GUIDELINES:

Water Quality Technician I

1. Completion of high school or its equivalent, **AND**
2. One years verifiable experience in a water or wastewater utility performing laboratory or field technician duties **OR**
3. Possession of an associate degree from an accredited college or university with coursework in biology, chemistry, microbiology, engineering or a related field **OR**
4. Participation in the 9916 Public Service Aide Training Program with six months of laboratory experience.

Water Quality Technician II

1. Completion of high school or its equivalent, **AND**
2. Three (3) years verifiable experience in a water or wastewater utility performing laboratory or field technician duties **OR**
3. Two years experience as a Water Quality Technician I.

Note: Possession of an associate degree from an accredited college or university with coursework in biology, chemistry, microbiology, engineering or a related field may substitute for two years of the required experience.

License and Certificate:

Possession of a valid driver's license; certification may be required for certain Water Quality Technician II positions.

Effective: 12/4/00

Amended Date: 2/9/01

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

DEC 21 2000

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JOB CODE TITLE: WATER QUALITY TECHNICIAN III**JOB CODE: 2482****Business Unit: COMMN****DEFINITION:**

Under general supervision performs increasingly complex laboratory, field monitoring, and related duties to evaluate water and wastewater treatment plant operations and to determine industrial discharge compliance with pretreatment and source control standards:

In the laboratory conducts chemical and microbiological analyses; assists in the training of laboratory technicians to conduct analyses according to standard protocols; conducts special studies and operates advanced analytical instrumentation; keeps detailed and accurate records; prepares comprehensive data summaries and reports; evaluates sample data conformance with quality assurance standards; assists water quality chemists as necessary to achieve the goals of the laboratory.

In the field, works independently and in coordination with inspectors and engineers on special projects to investigate and identify sources of water pollution; conducts studies to evaluate efficacy of sampling regimens; provides instructions and training to staff in sampling procedures and techniques, field documentation, interpretation of regulatory requirements, and field quality assurance practices; tests, operates and maintains field monitoring and related equipment; keeps detailed and accurate records; prepares comprehensive data summaries and reports; evaluates conformance of sampling procedures to quality assurance standards; assists inspectors and engineers to achieve goals of the field monitoring and field services sections.

DISTINGUISHING FEATURES:

Water Quality Technician III functions as a senior technician and a lead person in this job code series. Incumbents in this class work under general supervision and take on lead functions in the laboratory and the field. Operates advanced laboratory instruments such as gas chromatographs, atomic absorption and atomic emission spectrometers. Prepares written reports and data summaries. Responsible for special projects in the laboratory and the field. Assures that all field monitoring and related equipment is operational, and readily available for immediate use. Provides technical training and supervision to entry-level or journey-level technicians.

SUPERVISION EXERCISED:

Provides technical supervision to entry-level or journey-level technicians, but does not assign, direct and/or evaluate the work of technical personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2482 Water Quality Technician III and are not intended to be an inclusive list.

Laboratory

1. Performs the more complex physical, chemical and microbiological laboratory analyses of drinking and wastewater samples and other materials as necessary. Prepares reports evaluating treatment plant performance, distributes data summaries to laboratory clients, works with laboratory clients to provide specialized services.
2. Prepares samples for the analysis of trace elements using filtration and acid digestion techniques, operates complex inorganic chemical instrumentation under close supervision; assists inorganic section chemists to complete analyses within client stipulated completion deadlines.
3. Prepares samples for the analysis of trace organic constituents using solvent extraction, evaporation and filtration techniques; operates complex organic chemical instrumentation under direct supervision; assists organic section chemists to complete analyses within client stipulated completion deadlines.
4. Conducts fee constituent analyses [BOD, TSS, and Oil and Grease] as necessary on samples of industrial discharges to the sewer system collected by the source control and pretreatment field section. Conducts various physical and chemical analyses to determine the effectiveness of water or wastewater treatment plant operation as directed.

5. Assists microbiologists as necessary to conduct coliform analyses on water, wastewater and seawater samples. Prepares reagents sterilizes glassware, materials and equipment, filters samples, uses sterile technique to minimize contamination, records and enters data as appropriate.
6. Receives samples from the Laboratory sample receiving section, creates batches, performs analyses according to standard EPA protocols, enters data generated via analysis, submits data for review to Senior Chemists, returns samples for archiving as necessary to the sample receiving section
7. Conducts analyses in accordance with established QA/QC protocols, records accuracy and precision measurements, evaluates contamination through blank analyses, works with QA/QC section to improve technique.
8. Conducts analyses following all laboratory safe practices, wears personnel protective equipment as required; provides guidance to less experienced personnel on the use of safe laboratory practices; works with Laboratory safety section to create a safe and healthy working environment.
9. Collects samples from various sources including drinking water reservoirs, transmission lines, water and wastewater treatment plants, wastewater collection systems, beaches, marine and estuarine waterbodies using approved procedures.
10. Assists other analysts in maintaining an adequate inventory of laboratory supplies and materials; may be required to clean, calibrate and otherwise maintain delicate laboratory instruments.
11. May be required to work independently on weekends and holidays to conduct analyses to meet client stipulated turnaround time for various constituents; and performs related duties and responsibilities as assigned.

Field Services

1. Plans, schedules, and conducts equipment maintenance and repair program.
2. Under direction of project manager schedules activities and provides technical supervision, training and general assistance to special project work crews.
3. Performs monthly field equipment calibration checks; prepares standard solutions for calibrating colorimeters, turbidimeters, and pH meters.
4. Calibrates field equipment using specialized laboratory instruments, such as 2100ANT Turbidimeter, DR2000 spectrophotometer, and Microprocessor Ionanalyzer/90.
5. Provides training and technical supervision to entry and journey level technicians. Follows safe practices in performing all duties.
6. Provides certified testing of backflow devices.
7. Available for on-call fire response duty as certified specialist.
8. Interprets and performs according to existing methods, procedures, rules, and regulations pertaining to customer water services and applicable water conservation programs.
9. Maintains appropriate inventory of materials, equipment, and supplies to support the field services section in performing its assigned duties.
10. Conducts special projects, such as writing the sample manual, integrating sampling and backflow information into LIMS, generating computerized sample labeling and custody sheets, to better organize activities of field services section.
11. Conducts special sampling in remote areas of the watershed.
12. Performs related duties and responsibilities as assigned.

Field Monitoring:

1. Provides instructions and training to staff in the procedures and techniques of sampling, field documentation, field quality assurance practices, and interpretation of requirements and regulations.
2. Oversees and schedules the maintenance and calibration of all portable field equipment and instrumentation. Operates all field monitoring equipment. Performs diagnostics of inoperative equipment.
3. Applies ultrasonic, bubbler, area /velocity, and closed pipe flow meter techniques to various flow monitoring projects.
4. Analyzes flow monitoring data using Windows Vision and Insight software.
5. Under general supervision, generates written sampling plans to meet permit monitoring requirements.
6. Organizes and schedules vehicle maintenance and automotive repair.

7. Under general supervision, investigates and prepares incident reports on complaints received from the public or other agencies; takes appropriate follow-up action. Investigates reports of illegal discharge of toxic substances into the sewer.
8. Evaluates field sampling and documentation for conformance with quality assurance standards. Conducts field analyses in accordance with established QA/QC protocols; conducts quality assurance audits and prepares reports and summaries as required. Records accuracy and precision measurements. Works with QA/QC section to improve techniques; and performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:**Knowledge of :****Laboratory:**

The analytical procedures of chemical evaluation of water and wastewater; general inorganic and organic chemistry; good laboratory practices; safe laboratory practices

Field Services:

All equipment and instruments used in field monitoring within WQB field services; all standard operating and safety procedures.

Field Monitoring:

All equipment and instruments used in field monitoring within SPEAC field monitoring; all standard operating and safety procedures.

Ability to:

Laboratory: Learn new procedures and protocols for the analysis of samples; to work independently; demonstrate good laboratory technique; organize work; train and technically supervise less experienced technical personnel in established laboratory procedures; utilize effective oral and written communication; interact with diverse workforce of technical and non-technical personnel, managers, and public constituents.

Field Services and Field Monitoring:

Read, study, and understand technical manuals. Learn new regulations, procedures, and protocols for field sampling, testing, and collection; work independently; demonstrate good field technique; organize work; train and technically supervise less experienced technical personnel in established field procedures; utilize effective oral and written communication; interact with diverse workforce of technical and non-technical personnel, managers, and public constituents.

Skill in: handling, operating and maintaining laboratory materials and equipment.

Experience and Training Guidelines:

Experience: Six years of verifiable experience in a water or wastewater laboratory conducting analysis as described under important and essential duties or:

Six years of verifiable experience working in source control monitoring or a wastewater treatment facility performing duties as described under important and essential duties or:

Six years of verifiable experience working in water collection or distribution systems or in a water treatment facility, performing duties as described under important and essential duties.

Training: Completion of high school or its equivalent **and** six years experience as defined above; **or** possession of an associate of science degree from an accredited college or university with course work in biology, chemistry, microbiology, engineering, or a related field **and** four years experience as defined above.

DOCUMENTS DEPT

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SAN FRANCISCO

JOB CODE TITLE: WATER QUALITY TECHNICIAN III

JOB CODE: 2482

Business Unit: COMMN

License or Certificate:

For Water Quality Technician III within PUC/WQB/Laboratories, possession of California Water Environment Agency (CWEA) Grade I Laboratory Analyst Certificate is required. Possession of CWEA Grade II or higher is desirable.

For Water Quality Technician III, within PUC/WQB Field Services possession of Backflow Tester certification is required. Possession of Fire Response Specialist certification is desirable.

For Water Quality Technician III, within PUC/SPEAC possession of CWEA Grade I Industrial Waste Collection or Inspection Certificate is required. Possession of Grade II or higher is desirable.

Candidates without required certification will be allowed to obtain it within 2 years of appointment as Water Quality Technician III.

Effective: 12/4/00

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**SAN FRANCISCO
PUBLIC LIBRARY**

JOB CODE TITLE: BIOLOGIST I/ BIOLOGIST II

**JOB CODE: 2483
Business Unit: COMM**

DEFINITION:

Under general supervision, conducts environmental field monitoring studies to evaluate the health and stability of freshwater and marine environments and biota; conducts toxicity testing to determine compliance with state and federal regulations; keeps detailed and accurate field and analytical records; uses a laboratory information management system to track, control and report as necessary to achieve the goals of the Water Quality Bureau.

DISTINGUISHING FEATURES:

The assignments within this professional job code vary in degree of complexity and responsibility that may encompass entry-level through the fully experienced journey/professional level. Incumbents perform at increasingly higher levels of responsibility with a higher degree of ability and initiative as experience is gained. The Biologist I/II works under the general supervision of a Supervising Biologist and may assist the Biologist III in non-routine work and special projects.

SUPERVISION EXERCISED:

Positions at the journey level do not supervise other professional employees, but may coordinate the work of technical personnel (Water Quality Technician I/II and III).

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2483 Biologist I/Biologist II and are not intended to be an inclusive list.

1. Participates in freshwater and marine water quality monitoring studies; collects physical profile data and discrete water samples for chemical analysis; collects benthic infauna, fisheries, and sediment samples; collects macroinvertebrate, fish plankton and plant samples; determines habitat availability suitability and stream flow requirements.
2. Participates in freshwater stream assessment studies; collects macroinvertebrate, fisheries, and vegetation samples; determines habitat availability and stream flow requirements.
3. Participates in marine monitoring studies; collects benthic infauna, fisheries, and sediment samples.
4. Coordinates field investigations; operates and conducts monitoring studies from small vessels in reservoirs and bays; maintains detailed field and analytical records.
5. Performs taxonomic sorting and identification to species of invertebrates, plankton, fish, and vegetation.
6. Conducts aquatic and sediment acute and chronic toxicity tests to determine regulatory compliance with state and federal agencies; performs toxicity identification and reduction studies.
7. Conducts routine sediment physical analyses; prepares sediment samples for quantitative chemical analyses.
8. Coordinates and schedules projects, batches, prepares, analyzes and reports results of environmental samples using a computerized laboratory information management system.

JOB CODE TITLE: BIOLOGIST I/ BIOLOGIST II

JOB CODE: 2483
Business Unit: COMMN

9. Prepares tables that summarize environmental field and analytical data; performs univariate and multivariate biostatistical analyses on environmental data.
10. Prepares environmental data for reports and conference presentations and graphic presentations.
11. Trains entry-level biologists in the specific details of field sampling, taxonomy, toxicity testing and data interpretation.
12. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: microbiological methods and procedures

Ability to: participate in field sampling activities often under inclement conditions; lift and operate field sampling equipment, including small vessel launching and operations; work independently; make independent data decisions, prepare written reports, keep accurate and detailed records of field and analytical activities, and interact with the public.

Skill in: Taxonomy such as invertebrate, fish, plankton, vegetation, dichotomous keys; field sampling; handling, operating and maintaining laboratory materials and equipment.

EXPERIENCE AND TRAINING GUIDELINES:

Biologist I

Possession of baccalaureate degree from an accredited college or university with a major in environmental biology, marine biology, aquatic biology, wildlife biology, fisheries biology, limnology, aquatic toxicology microbiology, biochemistry, or related science.

Biologist II

1. Possession of baccalaureate degree from an accredited college or university with a major in environmental biology, marine biology, aquatic biology, wildlife biology, fisheries biology, limnology, aquatic toxicology microbiology, biochemistry, or related science; AND
2. Two (2) years of verifiable experience in field or laboratory biology.

License or Certificate: Possession of a valid driver's license.

Effective: 12/4/00

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCESSAN FRANCISCO
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JOB CODE TITLE: BIOLOGIST III

JOB CODE: 2484

Business Unit: COMM

DEFINITION:

Under general supervision, plans, designs, develops and coordinates special/non-routine environmental monitoring projects related to drinking water and wastewater facilities, freshwater, estuarine and marine environments and watershed resources. Works independently and in conjunction with Water Quality engineers and laboratory staff as well as other biologists to identify and resolve environmental problems associated with facility operations and to achieve compliance with regulations. Trains technical and professional personnel in effective field sampling techniques and laboratory processing procedures.

DISTINGUISHING FEATURES:

Biologist III is the advanced journey level of this series. It is distinguished from Biologist II, which is responsible for performing routine environmental monitoring studies, and the Supervising Biologist, which is a supervisory code. Biologist III requires a comprehensive knowledge of ecology, watershed biology and interactions between physical, chemical, and biological conditions that affect environmental communities and habitat.

SUPERVISION EXERCISED:

Positions at this level do not supervise other professional employees, but may coordinate the work of technical personnel (Water Quality Technician I/II and III) and journey-level staff (Biologist I/II). This position may exercise supervision during absence of Supervising Biologist.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2484 Biologist III and are not intended to be an inclusive list.

1. Participates as the environmental representative with other City personnel to identify legislation and issues that will impact PUC activities.
2. Interacts with City regulatory analysts, planning staff and engineers to develop environmental components of City projects and developments.
3. Participates in negotiations with regulatory agencies and local interest groups to identify and explain environmental issues.
4. Interacts with local, regional, and national environmental research agencies to gather information and techniques to improve the integrity of existing biological programs.
5. Designs, develops, and implements studies to provide information that will satisfy the needs of special projects, future legislation, and/or current environmental concerns.
6. Analyzes environmental data with the purpose of determining the effectiveness of existing monitoring studies; proposes changes to existing studies as necessary.
7. In conjunction with the Supervising Biologist, identifies environmental problems associated with facility operations; plans, coordinates and conducts special studies to resolve those problems and to achieve compliance with regulations.
8. Trains biology personnel in effective field sampling, taxonomy, and toxicity testing procedures.

JOB CODE TITLE: BIOLOGIST III

JOB CODE: 2484
Business Unit: COMMN

9. Reviews data and reports to determine conformance to quality assurance objectives and certification requirements.
10. Applies multivariate statistical analyses to environmental data; develops alternative data analysis methods.
11. Researches literature for most current taxonomic nomenclature; coordinates taxonomic consistency among staff; prepares technical reports and papers for management personnel, and publication in scientific journals.
12. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: comprehensive knowledge of theory and principles of marine, fresh water, and terrestrial ecology; invertebrate, fisheries, wildlife and/or plankton taxonomy; acute and chronic toxicity testing; microbiology and parasitology analysis and culturing techniques; scientific method and research methodology; quality assurance methodology; and statistical methods and analysis.

Ability to: interpret and analyze scientific data; design and develop study plans; prepare and write technical reports (including reports for publication); interact effectively with colleagues, supervisors, clients and regulatory personnel; train personnel in advanced field and laboratory techniques; coordinate special studies and projects; and train subordinates and other lab personnel.

Skill in: applied research biology; applied statistics; coordination of special studies; written and oral communication; and use of computerized information systems.

EXPERIENCE AND TRAINING GUIDELINES:

1. Possession of baccalaureate degree from an accredited college or university with a major in environmental biology, marine biology, aquatic biology, wildlife biology, fisheries biology, limnology, aquatic toxicology microbiology, biochemistry, or a related environmental science; **AND**
2. Six (6) years of verifiable environmental experience in field or laboratory biology.

License or Certificate: Possession of a valid driver's license.

Effective: 12/4/00

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE TITLE: SUPERVISING BIOLOGIST

JOB CODE: 2485
Business Unit: COMM

DEFINITION:

Under general direction, supervises biologists and technicians performing field and laboratory environmental monitoring studies and microbiological analyses of water, wastewater, and other materials; directs special study projects; interacts with bureau and departmental managers to identify and provide logistical support; performs related work as required.

DISTINGUISHING FEATURES:

This is the first level of supervision in the biologist job code series. Incumbents plan, assign, direct and evaluate the work of an assigned section of biologists and technicians engaged in field and laboratory work. The Supervising Biologist is responsible for long-range planning through the budget process; to develop, direct and coordinate interdisciplinary environmental biological monitoring programs. Incumbents exercise considerable independent judgment and initiative.

SUPERVISION EXERCISED:

This class supervises the Biologist I/II, *Biologist III* and the Water Quality Technician I/II and III series.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2485 Supervising Biologist and are not intended to be an inclusive list.

1. Develops, supervises, reviews and evaluates environmental and bacteriological monitoring programs; plans, assigns, directs, and evaluates work of biologists, technicians and special project teams performing environmental field and laboratory studies.
2. Establishes analytical procedures, sets goals, determines priorities, and develops work schedules.
3. Directs the training of staff; reviews and evaluates employee performance; and recommends staffing changes to meet established goals.
4. Participates in studies conducted by regulatory agencies, consultants or professional groups to evaluate existing toxicology, bacteriology or parasitology analyses.
5. Evaluates environmental monitoring data to determine compliance with regulatory agency standards.
6. Coordinates the planning and development of sample collection and monitoring programs, conferring with supervisors of other sections as required.
7. Interprets policies and procedures to employees and maintains safe working conditions.
8. Prepares periodic and special reports and correspondence; may prepare research papers for presentation and technical conferences.
9. Assists with preparing and monitoring the annual budget; evaluates environmental services and equipment needs, and makes purchasing recommendations.
10. Confers with representatives of various bureaus, divisions, departments and other agencies concerning the activities of the biology section; may represent the department in meetings with other agencies or the public.
11. Performs related duties and responsibilities as assigned.

JOB CODE TITLE: SUPERVISING BIOLOGIST

JOB CODE: 2485
Business Unit: COMMN

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: Theory and principles of marine, fresh water and terrestrial ecology; watershed management; community population dynamics; taxonomy; microbiological analyses and techniques; aquatic toxicology; and field sampling techniques; sources of information related to drinking water and wastewater environmental issues; methods of evaluating the impact of discharges on receiving waters; sampling program design and techniques; and statistical analyses; principles of drinking water and wastewater treatment; supervisory techniques including planning, scheduling, training and budgetary control functions; *use of* data processing techniques *to solve* plant processing problems.

Ability to: plan, assign, direct, review and evaluate the work of biologists; select employees and train staff; communicate effectively with representatives of other bureaus, divisions, departments and other agencies; prepare clear, complete and accurate records and reports.

Skill in: field sampling and laboratory techniques.

EXPERIENCE AND TRAINING GUIDELINES:

1. Possession of baccalaureate degree from an accredited college or university with major work in biology, marine biology, aquatic biology, environmental biology, fisheries biology, limnology, wildlife biology, aquatic toxicology, microbiology or related environmental science; **AND**
2. Eight (8) years of verifiable experience in field or laboratory biology, one (1) year of which must be verifiable experience in water *quality* or wastewater environmental biology.

License or Certificate: Possession of a valid driver's license.

Effective: 12/4/00

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES****SAN FRANCISCO
PUBLIC LIBRARY****JOB CODE TITLE: CHEMIST I/ CHEMIST II****JOB CODE: 2486
Business Unit: COMMN****DEFINITION:**

Assignments within this code vary in degree of complexity and responsibility. Under general supervision, performs analytical tasks and professional duties to evaluate source and receiving waters and distribution/transmission system water quality, water and wastewater plant operations and to determine compliance with state regulations; conducts quantitative and qualitative chemical analyses using a variety of laboratory instruments and wet chemistry techniques; keeps detailed and accurate analytical records; uses a laboratory information management system to track, control and report analytical data to variety of water quality clients; conforms to laboratory safe practices; assists bureau and laboratory personnel as necessary to achieve the goals of the department.

DISTINGUISHING FEATURES:

The assignments within this professional job code vary in degree of complexity and responsibility that may encompass entry-level through the fully experienced journey/professional level. Incumbents perform at increasingly higher levels of responsibility with a higher degree of ability and initiative as experience is gained. The Chemist I/II works under the general supervision of a Supervising Chemist and may assist the Chemist III in non-routine work and special projects.

SUPERVISION EXERCISED:

Positions at the journey level do not supervise other professional employees, but may coordinate the work of technical personnel (Water Quality Technician I/II and III).

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2486 Chemist I/Chemist II and are not intended to be an inclusive list.

1. Coordinates and performs chemical and physical analyses of water, wastewater, and a variety of environmental matrices using Environmental Protection Agency (EPA) approved methodology to determine regulatory compliance with state agencies.
2. Coordinates and performs chemical and physical analysis of water, wastewater, and solid matrices; applies EPA and appropriate Standard Methods methodology in the analysis of water, wastewater and environmental matrices.
3. Coordinates and performs quantitative and qualitative organic constituent analysis using approved methods of ion and gas chromatography (GC) and gas chromatography/mass spectrometry (GC/MS).
4. Coordinates and performs quantitative and qualitative trace element analysis using approved methods of inductively coupled plasma - atomic emission spectroscopy (ICP-AES) and atomic absorption spectroscopy.
5. Maintains detailed and accurate instrumental and analytical records; prepares updated control charts for regularly scheduled water and wastewater analyses.

JOB CODE TITLE: CHEMIST I/ CHEMIST II

JOB CODE: 2486
Business Unit: COMMN

6. Batches, prepares, analyzes, and reports results of environmental samples using a computerized laboratory information management system.
7. Interprets and summarizes data collected from analytical instruments and wet chemical analyses; summarizes quality assurance data in report form; prepares oral and written reports of analytical activities for management.
8. Troubleshoots and diagnoses rudimentary problems with laboratory instruments and equipment and takes corrective action; performs routine maintenance on laboratory instruments and equipment.
9. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: Quantitative and qualitative techniques of analytical chemistry; principles of organic and inorganic chemistry; principles of water and wastewater analyses; quality assurance protocols and general laboratory safety.

Ability to: interpret analytical data; make independent data quality decisions; prepare written reports; keep accurate and detailed records of analytical activities; follow laboratory and bureau safety practices.

Skills to: independently operate analytical instruments, laboratory equipment; and computerized information systems.

EXPERIENCE AND TRAINING GUIDELINES:

Chemist I

Possession of baccalaureate degree from an accredited college or university with a major in chemistry or closely related laboratory science.

Chemist II

1. Possession of baccalaureate degree from an accredited college or university with a major in chemistry or closely related laboratory science; **AND**
2. Two years of verifiable laboratory experience in performing analytical chemistry.

Chemist I and II

License or Certificate: Possession of a valid driver's license.

Effective: 12/4/00

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCESSAN FRANCISCO
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JOB CODE TITLE: CHEMIST III

JOB CODE: 2487

Business Unit: COMMN

DEFINITION:

Under general direction, plans, coordinates, and conducts research projects related to the laboratory analysis of water, wastewater, and environment matrices. Develops and applies analytical methods to identify and quantify specific components in water, wastewater, and environmental matrices using sophisticated analytical instrumentation. Works independently and in conjunction with engineers and laboratory personnel to resolve water quality process problems and to achieve compliance with state and federal regulations. Trains technical and professional personnel in instrumental analysis and applications, and communicates results orally and in writing.

DISTINGUISHING FEATURES:

Chemist III is the advanced journey level of this job code series and is distinguished by its ability to function independently with little direction. Incumbents function as the lead worker and are assigned non-routine work, research or special projects. This job code is distinguished from the Chemist II which primarily performs analysis and the Supervising Chemist which is a supervisory job code. Chemist III requires comprehensive knowledge in theory and principles of analytical chemistry and expertise and experience in extraction, purification, high pressure liquid chromatography (HPLC), gas chromatography (GC) and gas chromatography/mass spectrometry (GC/MS), Atomic Absorption, and inductively coupled plasma - atomic emission spectroscopy (ICP-AES) instrumental techniques.

SUPERVISION EXERCISED:

Positions at this level do not supervise other professional employees, but may coordinate the work of technical personnel (Water Quality Technician I/II and III) and journey-level staff (Chemist I/II). This position may exercise supervision during absence of Supervising Chemist.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2487 Chemist III and are not intended to be an inclusive list.

1. Plans, coordinates, and conducts laboratory studies; develops and performs methods in instrumental analysis of diverse environmental matrices for determination of specific organic and inorganic constituents.
2. Consults with Supervising Chemist and develops methods to resolve problems in treatment processes and to achieve regulatory compliance; trains laboratory personnel in the operation of laboratory instrumentation and application of developed methods.
3. Utilizes gas chromatography, mass spectrometry, and high performance liquid chromatography in development and applications of methods; utilizes ICP-AES, and inductively coupled plasma - mass spectroscopy (ICP/MS), and Atomic Absorption spectroscopy in developing method; performs diagnostic, corrective, and preventative maintenance on complex instruments; evaluates instrumental capabilities and performance in preparing for purchase of laboratory instrumentation.

JOB CODE TITLE: CHEMIST III

**JOB CODE: 2487
Business Unit: COMM**

4. Researches relevant literature for most current technology and application to environmental analysis; prepares technical reports and findings for water quality personnel, clients and constituents, and departmental management personnel; prepares technical reports and papers for publication in scientific publications.
5. Handles and processes data from instrumental data acquisition systems; uses a variety of software applications to facilitate reporting of results.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: Theory and principles of organic and/or inorganic chemistry; analytical instrumentation; scientific method and research methodology; quality assurance methodology; statistical methods and analysis; handling of computerized data acquisition systems; and applications of automated information systems.

Ability to: Apply theory and principles of organic and/or inorganic chemistry to research projects; interpret and analyze scientific data; develop methodology to address non-routine analytical problems; develop and apply most current analytical technology to environmental analyses; write technical reports for water quality personnel and clients; prepare technical reports for publication; interact effectively with colleagues, supervisors, and clients; train laboratory personnel in developed methodology and instrumental analysis; make recommendations on purchase of laboratory equipment and instrumentation; and operate computerized information systems.

Skill in: oral and written communication: active listening and giving clear and concise verbal presentations and preparing laboratory documentation, reports, notices and correspondence; and use of computerized information systems.

EXPERIENCE AND TRAINING GUIDELINES:

1. Possession of baccalaureate degree from an accredited college or university with a major in chemistry or closely related laboratory science; **AND**
2. *Six (6) years* verifiable laboratory experience in instrumental analysis, methods development and applied research in the fields of organic and inorganic chemistry.

License or Certificate: Possession of a valid driver's license.

Effective: 12/4/00

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE TITLE: SUPERVISING CHEMIST

JOB CODE: 2488
Business Unit: COMMN

DEFINITION:

Under general direction, supervises the activities of chemists and technicians in the chemical and physical analysis of water, wastewater, and a variety of environmental matrices; provides administrative and technical support for chemists and laboratory technicians in an assigned section; validates the analytical data reported to water quality clients and management; consults and coordinates with water quality clients and personnel to conduct special studies, requests for analysis, and projects related to compliance monitoring and treatment process control; coordinates, develops and implements plans and quality assurance activities in the laboratory.

DISTINGUISHING FEATURES:

This is the first level of supervision in the Chemist job code series. Incumbents plan, assign, direct and evaluate the work of an assigned section of chemists and technicians and are responsible for the overall work product of an assigned section of laboratory professional and technicians. This code is distinguished from the Chemist III which is non-supervisory, research-oriented code and Laboratory Manager which is responsible for the performance of all activities of an assigned laboratory including budget controls, personnel and contract development.

SUPERVISION EXERCISED:

This class supervises the *Chemist I/II*, *Chemist III* and the *Water Quality Technician I/II* and *III* series.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2488 Supervising Chemist and are not intended to be an inclusive list.

1. Assigns and evaluates the work of chemists and technicians in the delivery of water quality analytical services for an assigned section; prepares performance appraisals and develops work plans for assigned staff; takes corrective action to resolve deficiencies.
2. Provides training and orientation on laboratory procedures, bureau policy and laboratory safety; arranges for the technical training and professional development of the group.
3. Develops a work plan for an assigned section; schedules and establishes timelines for goals and objectives in the work plan; and evaluates group's performance measures and adherence to work plan schedules and/or applicable City policies.
4. Directs, implements, and monitors a laboratory quality assurance program; reviews and validates analytical data reported to water quality management, clients, and personnel; assures that validated data meets acceptance and reporting criteria as set forth by the quality assurance plan and regulatory agencies.
5. Implements approved analytical procedures; writes standard operating procedures for the work of the group.
6. Consults with water quality clients regarding the delivery of analytical services; organizes and directs the delivery of analytical services; answers technical questions regarding reported data; implements modification where appropriate; may represent the bureau and laboratory in meetings with other water quality jurisdictions which coordinate regional monitoring activities.
7. Coordinates the planning and development of sample collection and monitoring procedures.

JOB CODE TITLE: SUPERVISING CHEMIST

JOB CODE: 2488
Business Unit: COMMN

8. Prepares budget requests and recommends major purchases for section; participates in development of bureau and laboratory policies and procedures; develops and submits policies and procedures to group for review and comment.
9. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: Theory and principles of water, wastewater treatment; chemistry; organic and inorganic chemistry; principles of analytical chemistry; standard and Environmental Protection Agency (EPA) approved methods of chemical and physical analysis of water and wastewater; principles of quality assurance; laboratory safety; bureau and laboratory policies and procedures; automated information management systems; Occupational Safety and Health Administration (OSHA) laboratory guidelines; compliance criteria established by regulatory agencies.

Ability to: Supervise and direct the work of others; produce analytical results in a timely manner; maintain working relationships with water quality clients, bureau personnel, vendors, consultants and others in the organization involved in the delivery of services; interpret data and communicate results; draft written communications to management, vendors, and water quality clients; prepare budgetary requests; take corrective personnel actions.

EXPERIENCE AND TRAINING GUIDELINES:

1. Possession of baccalaureate degree from an accredited college or university with a major in chemistry or closely related laboratory science; **AND**
2. *Eight years (8)* of verifiable laboratory experience in analytical chemistry of which must include two (2) years experience in a water quality or wastewater laboratory.

License or Certificate: Possession valid driver's license. Possession of a Grade IV California Water Environment Agency (CWEA) Laboratory Technologist certificate is desirable.

Effective: 12/4/00

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO
PUBLIC LIBRARY**JOB CODE TITLE: LABORATORY SERVICES MANAGER****JOB CODE: 2489****Business Unit: COMMN****DEFINITION:**

Under general direction, responsible for planning, organizing and managing multiple functional laboratories and related field testing operations; supervises subordinate laboratory professional and technical personnel; provides administrative and technical support for laboratory personnel; oversees the validation of analytical data reported to management and clients; oversees the coordination of special studies and requests for analyses; performs related work as required.

DISTINGUISHING FEATURES:

This is the first level of management in the laboratory series. Incumbents plan, assign, direct and evaluate the work of professionals and technicians engaged in field and laboratory work; and are responsible for the overall work product of multiple functional laboratories. This job is distinguished from the Supervisor level in each of the specialties by its overall responsibility for the performance of multiple functional laboratories. The Laboratory Director is distinguished from this position by its long-range planning through the budget process and responsibility for all multiple functional laboratories and administrative support staff.

SUPERVISION EXERCISED:

This class supervises the Biologist/Chemist I/II, Biologist/Chemist III, Supervising Biologist/Chemist, Water Quality Technician I/II and Water Quality Technician III series.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2489 Supervisor of Laboratories, and are not intended to be an inclusive list.

1. Plans, organizes and directs multiple functional laboratories; develops a work plan for each functional laboratory; schedules and establishes timelines; recommends staffing changes to meet established goals.
2. Evaluates laboratory performance measures and adherence to work plan schedules; develops and improves laboratory methods; reviews and evaluates performance of supervisors and advanced journey- level staff.
3. Supervises the evaluation of various laboratory processes and recommends changes as required.
4. Reviews and implements various legal requirements and permits relating to the performance of laboratories; reviews effectiveness of laboratory equipment, instruments and monitoring equipment
5. Oversees the planning and development of sample collection and monitoring programs and the evaluation of environmental monitoring data to determine compliance with regulatory agency standards.
6. Participates in studies conducted by regulatory agencies, consultants or professional groups to evaluate laboratory techniques.
7. Prepares special reports and correspondence.

JOB CODE TITLE: LABORATORY SERVICES MANAGER**JOB CODE: 2489****Business Unit: COMMN**

8. Confers with representatives of various bureaus, divisions, departments, and other agencies concerning environmental monitoring activities; directs the delivery of services; answers technical questions regarding reported data; may represent the bureau in meetings with other water quality jurisdictions, agencies or the public.
9. Prepares budget requests and recommends major purchases for laboratory; participates in development of bureau and laboratory policies and procedures.
10. Performs related duties as needed or assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: Theory and principles of microbiological, chemical and physical characteristics of potable water, wastewater and related effluents; general chemical qualitative and quantitative analysis; microorganisms, organic and organic pollutants of water and wastewater; methods, procedures and legal requirements of collection, treatment and disposal of wastewater or the impounding, treatment and distribution of drinking water; modern laboratory equipment and its effective utilization; sources of information on water, wastewater and industrial waste control and disposal; supervisory techniques including personnel management, planning, scheduling, training and budgetary control functions; automated information management systems; compliance criteria established by regulatory agencies; laboratory safety and Occupational Safety and Health Administration (OSHA) guidelines, quality assurance and control.

Ability to: Supervise and direct the work of others; produce analytical results in a timely manner; evaluate laboratory tests; maintain working relationships with clients, other bureaus, vendors, consultants; interpret data and communicate results; submit written communications to management, outside agencies, clients and vendors; procure equipment and supplies; prepare budgetary requests; and take corrective personnel actions.

Skill in: oral and written communication; active listening; giving clear and concise verbal presentations; preparing laboratory documentation, reports, notices and correspondence; and use of computerized information systems.

EXPERIENCE AND TRAINING GUIDELINES:

1. Possession of baccalaureate degree from an accredited college or university with a major in chemistry, biology, microbiology, chemical engineering, environmental engineering or a closely related field; **AND**
2. Six (6) years of verifiable laboratory experience involving the chemical and microbiological analysis of water or wastewater, which must include three (3) years' supervisory experience.

License or Certificate: Possession of valid driver's license.

Effective: 12/4/00

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PUBLIC HEALTH CLINICAL TOXICOLOGIST

CODE: 2490

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, manages and executes the program and objectives of the toxicology laboratory; assumes responsibility for planning, directing and coordinating the work of the laboratory; performs and trains others to perform difficult and important chemical analyses of substances submitted for examination by authorized agencies; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification is used in this series exclusively in a supervisory/administrative capacity. The incumbent in this classification reports to the Director of Public Health Toxicology Laboratories and is responsible for supervising the professional and technical staff of the toxicology laboratory and for assisting the Director in overall laboratory management through budget preparation, staffing recommendations, and operational management of the toxicology laboratory.

EXAMPLES OF DUTIES:

1. As head of the toxicology laboratory, assumes responsibility for its professional competence and for the validity of its analyses; reviews and approves reports of subordinates.

2. Contacts users of the toxicology laboratory's services and ascertains their needs for services and the extent to which these needs are being met; develops and recommends programs to provide the services requested, including determining the requirements for personnel, equipment and other resources and budgetary needs; recommends priorities and implements approved programs.

3. Supervises all work performed in the toxicology laboratory; assigns duties to and inspects work of subordinates; interprets rules, regulations, and policies and explains them to subordinates; makes decisions on samples to be accepted for examination or analysis and selects tests to be performed on samples.

4. Keeps informed of developments in equipment, methods and procedures for handling current and anticipated workload and recommends changes that appear to be desirable; implements approved changes in equipment methods and procedures; trains or arranges for training of personnel in use of new equipment, methods, and procedures; appraises qualifications of toxicology laboratory staff in relation to current and anticipated workload, determines needs that can be met by training, and arranges for staff training.

5. Serves as a technical supervisor under the provisions of Medicare; insures that all activities are performed in conformance with State and Federal laws, rules, regulations and policies; interviews, evaluates, and selects candidates for employment.

6. Provides technical consultation to physicians and other officials of health agencies, hospitals, police departments, the California Highway Patrol and other organizations using the toxicology laboratory's services; prepares and delivers scientific papers and lectures; prepares or supervises the preparation of records and reports on all samples submitted for examination and analysis; prepares the laboratory's annual report and other administrative reports, as needed or as directed; appears in court as a witness and testifies as to laboratory findings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a master's degree and at least four years of post-baccalaureate, professional experience in toxicological, chemical laboratory work, which includes one year of directed study in procedures and principles, development, modification or evaluation of complex methods applicable to diagnostic laboratory work and at least two years in a supervisory or administrative capacity; OR completion of a doctorate degree and at least four years of post-baccalaureate, professional experience in toxicological chemical laboratory work, including at least two years in a supervisory or administrative capacity.

Requires at least one year of training in toxicology or clinical chemistry in a clinical laboratory acceptable to the California State Department of Health Services.

Knowledge, Abilities, and Skills: Requires a comprehensive knowledge of general, inorganic, and analytical chemistry, and laboratory procedures as they apply to the examination and analysis of foods, drugs, waters, toxicological specimens, and industrial hygiene; methods of microanalysis, including the manipulation of instruments used in various types of measurement, such as the spectrophotometer, chromatograph, and other current methodologies.

Requires the managerial and administrative skills necessary to direct the efforts of subordinate professionals toward meeting the assigned laboratory goals and objectives; interpret the results of laboratory examinations or analyses; testify as a witness in court; prepare clear and concise reports; deal effectively with representatives of government jurisdictions and the general public.

License: Requires licensure by the California State Department of Health Services as a Clinical Laboratory Toxicologist or Clinical Chemist. Once appointed, incumbents will be expected to acquire and maintain a license as a Forensic Alcohol Supervisor, issued by the California Department of Health Services.

ADOPTED: 2-25-85

#0275B

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR, PUBLIC HEALTH LABORATORIES

CODE: 2492

CHARACTERISTICS OF THE CLASS:

Under administrative direction, is responsible for the overall planning, direction and coordination of the Public Health Microbiology and Chemical Laboratories; evaluates the performance of and consults with the laboratory chiefs on administrative, technical or public health problems; and performs related duties as required.

Requires responsibility for: Serving as resource and technical consultant to local physicians, clinical and hospital laboratory personnel and health department staff; coordinating the work of the laboratories with officers and employees of other divisions, outside agencies, and the general public.

EXAMPLES OF DUTIES:

1. Plans, assigns, and reviews the operations of the bacteriological and chemical laboratories; develops, improves and coordinates laboratory methods and procedures.

2. Serves as resource and technical consultant to physicians, clinical and hospital personnel regarding the interpretation of laboratory test results.

3. Directs the preparation of administrative and technical reports for publication; directs the maintenance of records in accordance with the requirement of laws and regulations.

4. Determines capital and equipment needs and changes in maintenance and operation budget; establishes and maintains a supply inventory system.

5. Participates in setting policies and program planning for the department; directs the personnel training program.

6. Appears before interested community groups on matters relating to public health laboratory services.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of a Ph. D. degree in microbiology, chemistry, or a related specialty.

Requires three years of increasingly responsible public health laboratory experience at the supervisory or administrative level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: Public health and medical laboratory microbiology with particular reference to bacteriology, virology, and epidemiology as applied to public health; organic, inorganic, analytical and biological chemistry; causes, means of transmission, control and prevention of communicable and infectious diseases.

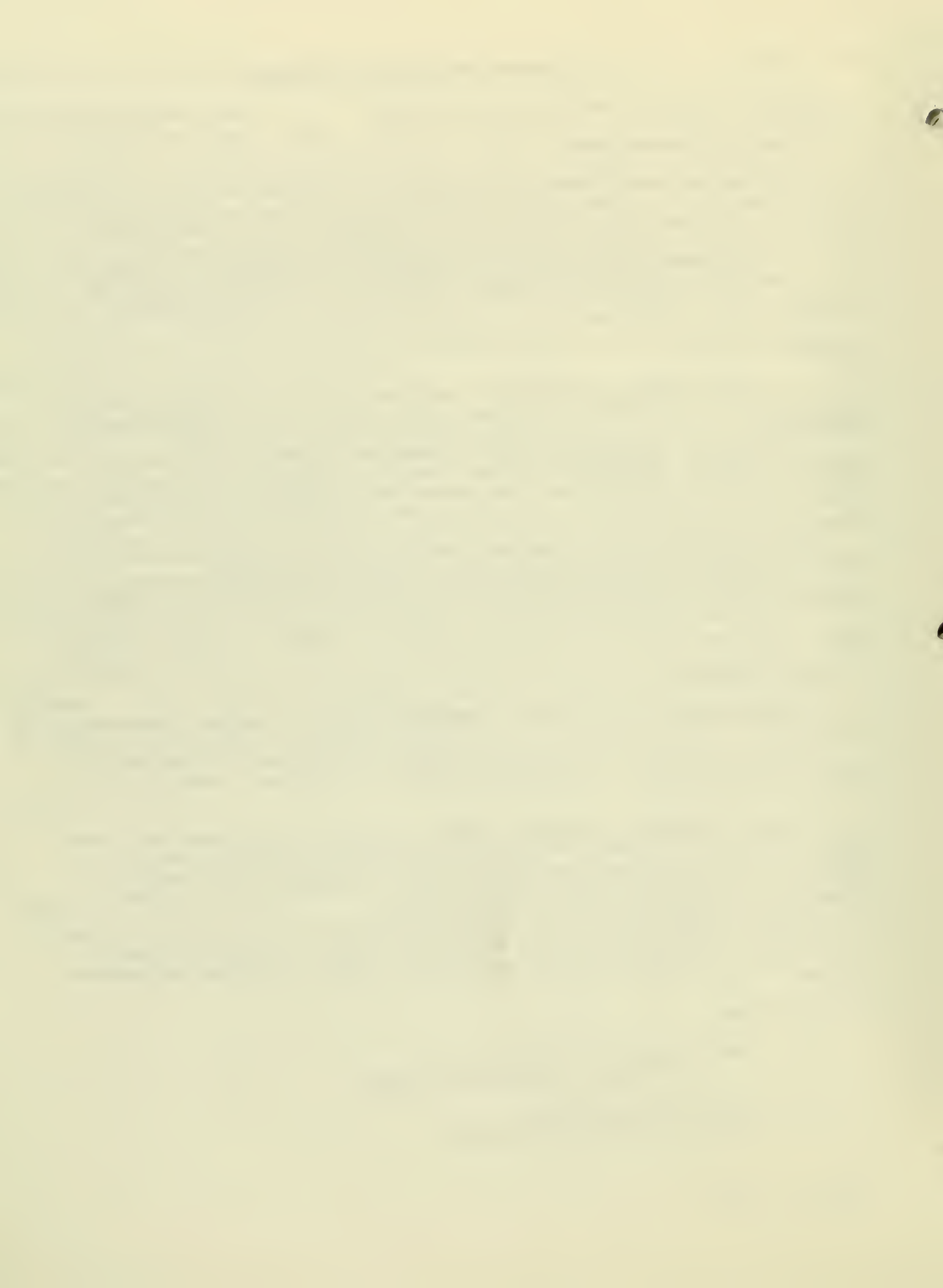
Requires ability and skills to: Plan and coordinate staff activities; originate and develop new procedures in solving difficult and unusual laboratory problems in microbiology and chemistry; evaluate and interpret results of technical and research studies.

PROMOTIVE LINES:

To : 2889 Assistant Director of
Public Health, Public Health Programs

From: 2466 Chief Microbiologist
2490 Chief Public Health Chemist

Adopted: 4/1/74



SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.

CLASS TITLE: ASSOCIATE RADIOLOGIC TECHNOLOGIST

CODE: 2493

MAY 18 1989

CHARACTERISTICS OF THE CLASS:

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Under immediate supervision, performs routine radiographic procedures to assist medical personnel in diagnosis of diseases and injuries; maintains radiograph records of X-rays taken; assists radiologists in administering opaque media; practices sterile techniques and prevents cross-contamination; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the entry level in the Radiologic Technologist series. The Associate Radiologic Technologist is distinguished from the next higher level class of Staff Radiologic Technologist in that positions at this level perform only routine radiographic exams under immediate supervision while positions in the latter class perform complex and specialized radiographic exams as well as routine exams and may be required to be on call. Incumbents will normally advance to the journey level Staff Radiologist Technologist upon successful completion of six months of experience within this class.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Performs routine diagnostic radiologic and fluouroscopy exams using fixed and portable x-ray equipment; applies appropriate coning shielding and positioning techniques in accordance with prescribed safety and patient comfort standards, and departmental, hospital and regulatory agency policies and procedures.

2. Labels film with proper patient and technologist identifications; maintains routine records and reports of exams for subsequent diagnostic and reference purposes.

3. Maintains equipment and radiographic rooms in clean and working order.

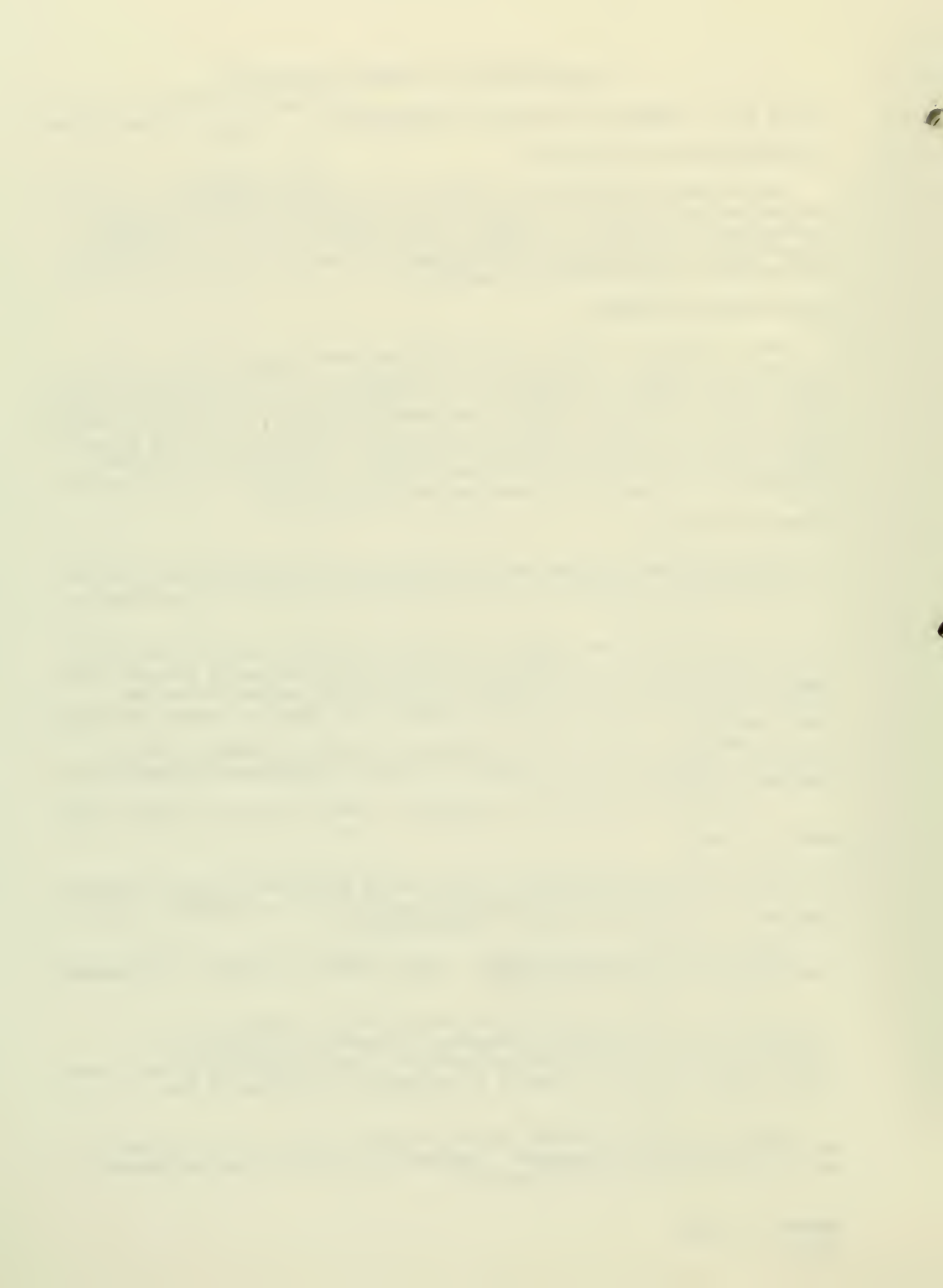
QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: A good working knowledge of radiographic techniques and related procedures.

Ability to effectively follow oral and written instructions in radiographic and flouoroscopic procedures; effectively interact with physicians, surgeons, co-workers and patients; and to adhere to preventive and safety standards to limit exposure to accidents, health hazards and disagreeable elements.

License: Current permanent license issued by State of California as a Certified Radiologic Technologist. Registration with the American Registry of Radiologic Technologists is desirable.



SAN FRANCISCO CIVIL SERVICE COMMISSION
DOCUMENTS DEPT.

CLASS TITLE: STAFF RADIOLOGIC TECHNOLOGIST

MAY 18 1989

CODE: 2494

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO
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Under supervision, performs routine, complex and specialized radiographic procedures to assist physicians in the diagnosis of diseases and injuries; maintains radiograph records; assists radiologists in administering opaque media; practices sterile techniques and prevents cross-contamination and performs related duties as required.

DISTINGUISHING FEATURES:

This is the journey level in the Radiologic Technologist series. The Staff Radiologic Technologist is distinguished from the lower level Associate Radiologic Technologist in that the latter performs only routine radiographic exams under immediate supervision, whereas the former performs complex, specialized radiographic exams as well as routine radiographic exams, and may be required to work on call. It is distinguished from the higher level Senior Radiologic Technologist in that the latter is utilized as a lead technologist or functional supervisor of a specialized area of radiographic examination.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Interprets patients' histories; determines appropriateness of exams ordered, and as necessary consults with Radiologists.
2. Performs routine, complex and specialized radiologic and fluoroscopic exams using sophisticated fixed and portable x-ray equipment, which may involve needle and/or tube placements to assist in locating tumors and lesions in all parts of the body, or trauma radiography on severely injured and ill patients; radiographs surgical specimens; applies appropriate coning, shielding and positioning techniques in accordance with prescribed safety and patient comfort standards, and departmental, hospital and regulatory agency policies and procedures.
3. Sets up trays and equipment using sterile procedures to prevent cross-contamination.
4. Documents and completes legal and financial requirements related to the performance of radiologic examinations; labels film with proper patient and technologist identifications; maintains routine and confidential records and reports of exams for subsequent diagnostic and reference purposes.
5. Assists radiologists in performing special studies and administering opaque media.
6. Participates in teaching radiologic technologist students in accordance with departmental policies and procedures.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: A good working knowledge of radiographic techniques and of sophisticated radiographic equipment.

Ability to effectively follow oral and written instructions and radiographic procedures; efficiently care for patients' needs; effectively interact with physicians, surgeons, co-workers and patients; exercise good judgement, and to adhere to preventive and safety standards to limit exposure to accidents, health hazards and disagreeable elements.

License: Current permanent license issued by the State of California as a Certified Technologist and current registration with the American Registry of Radiologic Technologists.

ADOPTED: 5/1/89

#4079c

SAN FRANCISCO CIVIL SERVICE COMMISSION
DOCUMENTS DEPT.

CLASS TITLE: SENIOR RADIOLOGIC TECHNOLOGIST

MAY 18 1989

CODE: 2495

CHARACTERISTICS OF THE CLASS:

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Under general supervision, serves as lead technologist and technical supervisor of radiologic technologists and ancillary personnel in a specialized area within Radiology; performs difficult, complex and specialized radiologic procedures and performs other duties as required.

DISTINGUISHING FEATURES:

Positions within this class serve as lead technologists and supervise the technical work of a staff of radiologic technologists and ancillary personnel in an assigned specialized area with responsibility for expediting work flow and providing technical assistance to assigned staff. The Senior Radiologic Technologist class is distinguished from the lower level Staff Radiologic Technologist in that incumbents serve as "charge" technologists in the absence of a Radiologic Technologist Supervisor. It is distinguished from Radiologic Technologist Supervisor in that incumbents in the latter class have supervisory responsibility for all radiologic technologists and ancillary personnel in an assigned shift.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Prioritizes and schedules patients.
2. Performs difficult, complex and specialized radiographic work in positioning patients, making exposures and developing films; takes portable radiographs in surgery and intensive care, maintains records of radiographs taken.
3. Provides technical supervision for radiologic technologists and ancillary personnel in an assigned area of specialized procedures such as the Computer Tomography Scanner or Magnetic Resonance Imaging; prepares work schedules; assigns cases to technologists based on technologists' ability and experience; orients new technologists to departmental routines and techniques; assists assigned staff with difficult techniques and positioning problems.
4. Requisitions x-ray films, equipment, supplies and chemicals to replenish stocks on hand as necessary; acts as liaison with field service engineer to effect necessary repairs.
5. Assists in teaching radiologic technologist students, and in teaching new procedures and the operation of new equipment to staff.
6. Serves as "charge" Technologist in the absence of the Radiologic Technologist Supervisor and assumes responsibility for maintaining adequate emergency coverage in the Radiology Department; accepts responsibility for on-call assignments when staff technologist is unavailable.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

CLASS TITLE: SENIOR RADIOLOGIC TECHNOLOGIST

CODE: 2495

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: A thorough theoretical and working knowledge of the techniques of radiography and related procedures.

Ability to follow oral and written instructions and radiographic procedures; plan, organize, assign, supervise and inspect the work of assigned staff.

License: Current permanent license issued by the State of California as a Certified Radiologic Technologist and current registration with the American Registry of Radiologic Technologists.

ADOPTED: 5/1/89

#4080c

SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.

CLASS TITLE: RADIOLOGIC TECHNOLOGIST SUPERVISOR

MAY 18 1989

CODE: 2496

CHARACTERISTICS OF THE CLASS:

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Under direction manages a large staff of radiologic technologists and ancillary personnel within an assigned shift in a large radiology department or the entire staff of a small radiology department; performs highly specialized radiographic studies; ensures adherence to quality control standards; and performs other duties as required.

DISTINGUISHING FEATURES:

This is the full supervisory level in the Radiologic Technologist series. It is distinguished from the lower level Senior Radiologic Technologist in that the latter is utilized as a lead technologist for staff assigned to a specialized area, while the former assumes responsibility for managing a small radiology department or for supervising all staff within an assigned shift. It is distinguished from the higher level Director, Radiology, in that the Director assumes broad responsibility for all technical and administrative activities of a large, technically complex hospital radiology department.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Recruits, hires and assigns technical and non-technical personnel; reviews and evaluates staff performance; counsels staff as necessary to improve performance.
2. Performs difficult and very specialized radiographic examinations.
3. Directs and participates in in-service training in new procedures and in the use of new equipment; participates in the formulation and direction of the student internship program.
4. Establishes, applies and maintains quality assurance policies and procedures to provide quality technical radiographic services such as maintaining the integrity of film quality and chemicals in accordance with departmental, hospital and regulatory agency standards; participates in quality assurance research, data collection and report writing; makes recommendations as appropriate.
5. Researches equipment and service needs with vendors for selection of new products and/or equipment; recommends and/or participates in the selection of new medical and non-medical equipment for the department; assists with site preparation and installation of new equipment; maintains stock levels of all materials and supplies used in Radiology; assists with computer system maintenance including trouble-shooting to minimize computer down-time; updates current system as necessary.
6. Prepares a variety of reports, documents, payroll records, and statistical surveys; participates in budget development and maintenance.
7. May represent the department regarding technical aspects of the department's operation at administrative conferences; studies and evaluates technical and administrative systems and makes recommendations for improvements.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Comprehensive theoretical and working knowledge of the techniques of radiographs and related procedures; the organization and operation of a large, technically complex hospital radiology department; instruction and training techniques.

Ability and skill to effectively issue and carry out oral and written instructions and radiographic procedures; plan, organize, assign, supervise and inspect the work of subordinates; organize, conduct and evaluate educational and in-service programs.

License: Current permanent license issued by the State of California as a Certified Radiologic Technologist and current registration with the American Registry of Radiologic Technologists.

ADOPTED: 5/1/89

#4081c

SAN FRANCISCO CIVIL SERVICE COMMISSION
DOCUMENTS DEPT.

CLASS TITLE: DIRECTOR, RADIOLOGY

MAY 18 1989

CODE: 2498

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO
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Under general direction of an Assistant Administrator and in coordination with the Medical Director, Radiology, directs diagnostic and support services and programs of a large, technically complex hospital radiology department; prepares the annual departmental budget; directs the work of subordinate personnel; formulates and revises clinical and administrative policies and procedures; implements and monitors the acquisition of equipment and supplies and awarding of contracts for goods and services; prepares complex records, reports and studies; and performs related duties as required.

DISTINGUISHING FEATURES:

Classification 2498 Director, Radiology is distinguished from that of the Medical Director, Radiology in that the Medical Director has responsibility for medical matters, and oversees medical training and research activities, while the Director is responsible for all technical and administrative activities, including budget, department expenditures, contracts, personnel, equipment acquisitions/site installations, computer operations, professional fee billing and patient fee schedules and billing. It is distinguished from the lower level 2496 Radiologic Technologist Supervisor in that the latter assumes supervising responsibility for technologists and ancillary staff on an assigned shift.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Directs and coordinates all diagnostic and support services and programs of the radiology department, including radiologic, fluoroscopic, ultrasound, magnetic resonance imaging, special procedures, CT scanning activities, film library, patient report generation, transcription services, radiation protections, and training programs; develops goals and objectives for the department; analyzes operational problems, develops and implements effective solutions.
2. Consults with the Medical Director, Radiology on administrative and technical matters affecting the medical implications of service delivery.
3. Develops, implements, and monitors the annual departmental budget for personnel, equipment, supplies and services; develops fee schedules and monitors patient billing and professional fee account.
4. Supervises the recruitment, selection and evaluation of professional, technical and support personnel directly and through subordinate supervisory staff; supervises the development of performance objectives for subordinate personnel and monitors performance against such objectives; assesses in-service education needs; develops, implements and monitors effective training programs.
5. Develops, implements and evaluates departmental clinical and administrative policies and procedures in compliance with hospital standards, applicable Federal, State, local laws and regulations, Joint Commission on Accreditation of Hospitals and Title 22 requirements; monitors departmental quality assurance program; participates in quality assurance reviews.

EXAMPLES OF DUTIES: (Cont.)

6. Develops resources, negotiates contract provisions, and monitors the acquisition of medical and non-medical equipment and supplies and awarding of contracts for goods and services; assists in feasibility analyses and development of specifications for the purchase of new and replacement equipment; negotiates and monitors service contracts and leases.

7. Participates in administrative conferences and committees; coordinates departmental administrative activities with Hospital Administration, other hospital departments, external agencies and the community.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Thorough knowledge of: principles of current hospital administration and management including knowledge of practices regarding patient care services, budget administration, personnel management and procurement of equipment and supplies; applicable Federal, State and local laws and regulations, including Joint Commission on Accreditation of Hospitals and Title 22 of the California Administrative Code. Knowledge of computerized radiology programs.

Ability to: identify and analyze management problems and develop and implement effective solutions; formulate and revise departmental policies and procedures; effectively communicate orally and in writing; prepare complex records, reports and studies.

Skill in: directing the technical and administrative support activities of the department; functioning as liaison between medical and non-medical staff and hospital departments; delegating and directing the work of subordinate personnel; analyzing management and statistical data.

ADOPTED: 5/1/89

#4082c

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

2502 TECHNICAL INSTRUCTIONAL ASSISTANT, ATHLETIC TRAINER

DEFINITION: Under direction in the Physical Education Department of the San Francisco Community College District, the Athletic Trainer is responsible for a program of prevention, recognition, immediate care and rehabilitation of athletic injuries, and the department's health and safety services.

DISTINGUISHING FEATURES: The Athletic Trainer functions as a member of an instructional/coaching group, and performs journey-level professional duties related to preventive and rehabilitative care of athletic injuries. The incumbent works under the medical direction of a licensed physician and/or dentist, and is distinguished from a medical doctor in that only therapeutic recommendations are given and only first aid is administered to injuries.

SUPERVISION EXERCISED: Supervises and directs the work of student trainers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)

1. Plans, implements and maintains a health and safety services program in consultation with athletic administrators, instructors, and health care professionals; ensures adherence to health and safety services program policies and procedures; evaluates and recommends methods for athletic injury prevention and care.
2. Advises students and instructors on current methods of athletic injury prevention; attends campus activities and athletic contests; applies appropriate preventive equipment to athletes; administers first aid as needed.
3. In consultation with the team physician, makes recommendations for various types of rehabilitative therapy and participates in the design of athletes' rehabilitation programs; acts as liaison between athletic directors, team doctors and athletes regarding injuries.
4. Oversees the operation of the training room; supervises student and faculty use of the training room and ensures that activities comply with health and safety services program standards.
5. Supervises, assigns, coordinates and evaluates the work of student trainers; trains and updates student trainers on the proper use of equipment and maintenance of the training room; ensures adequate staffing for the operation of the training room and implementation of the health and safety services program.
6. Maintains various records related to student athletic activities, injuries, preventive measures, and care as required by college policy; makes arrangements for physical examinations required prior to participation in athletic activities; completes insurance forms, medical forms and other documents related to athletic activities, injuries, and accidents, and follows up as required.

7. Maintains inventory of first aid/health aid items, preventive equipment and devices, and other supplies; evaluates and recommends procurement of equipment and devices; prepares and submits requisitions and recommends departmental budgetary items.
8. Meets regularly with department chairperson, athletic directors and/or team doctors on budget, facility and scheduling matters, and other health and safety service issues; attends meetings, workshops and conferences to maintain and enhance professional knowledge and skills.

DESIRABLE QUALIFICATIONS:

Knowledge of: the goals and objectives of a collegiate athletic program; the prevention, evaluation, immediate care and rehabilitation of athletic injuries; current athletic training methods and practices; human anatomy and physiology; exercise physiology; kinesiology/biomechanics; nutrition; personal and community health; first aid and emergency care; and instructional methods

Ability to: manage the operation of a training room and an athletic training program; counsel and instruct student athletes on prevention, evaluation, care, and rehabilitation of athletic injuries; supervise, train and evaluate the work of student trainers; exercise independent judgement; work collaboratively with team doctors, instructional staff, faculty and athletic administrators; develop and maintain effective public relations

Skill to: maintain and use preventative equipment and devices; administer first aid and CPR; maintain records related to an athletic training program

EXPERIENCE AND TRAINING GUIDELINES: Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: completion of a baccalaureate degree from an accredited four-year college or university

Experience: two years working in an athletic injury and care situation

Certification: requires current certification from the National Athletic Trainers Association as a Certified Athletic Trainer; current First Aid certification; current CPR certification

This class is exempt under the provisions of Charter Section 10.104 (10).

EFFECTIVE DATE: 3/7/97

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: INHALATION THERAPIST

CODE: 2504

CHARACTERISTICS OF THE CLASS:

Under general supervision, and as prescribed by the medical staff, administers inhalation therapy to patients; operates and transports inhalation therapy and related equipment; instructs ward personnel in equipment operation, and performs related duties as required.

Requires responsibility for: following instructions relating to the application of inhalation therapy equipment and for demonstrating and explaining its use to ward personnel; continuous personal contact with patients and visitors; maintaining records of equipment and supplies in use. Nature of work involves frequent exposure to unpleasant factors inherent in nursing service and patient care.

EXAMPLES OF DUTIES:

1. As prescribed by medical staff, administers inhalation therapy to patients; uses a variety of apparatus, including, but not limited to, oxygen tents, nasal catheters, masks or canulas, intermittent positive pressure breathing apparatus, exsufflators, respirators and cuirass ventilators.

2. Transports prescribed inhalation therapy equipment to patients' bedside; sets up and starts apparatus; confers with ward personnel giving instructions in equipment operation and adjustment.

3. Checks patients undergoing inhalation therapy, reporting condition of patient to medical or nursing staff as directed; observes patients' rate and force of exchange and adjusts equipment accordingly; when indicated, informs and instructs patients in use of equipment.

4. Maintains and makes routine repairs to equipment; cleans, sterilizes equipment after use; keeps simple records on equipment in use; records gases, chemicals or other supplies used and maintains inventory of supplies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by two years of experience in a hospital in a positing involving patient care and completion of a course of training in the operation of inhalation therapy equipment.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the principles and application of inhalation therapy equipment, gases and chemicals used in hospital patient care; some knowledge of physiology, particularly that pertaining to lung and heart functions. Requires the ability to: administer a variety of inhalation therapy equipment; understand and carrying out important instructions from medical staff; deal effectively with patients undergoing inhalation therapy; instruct ward personnel in the use and adjustment of various items of inhalation therapy equipment.

PROMOTIVE LINES:

To: No normal lines of promotion.

From: Original entrance examination

ADOPTED: 6/2/66



CLASS TITLE: CENTRAL SUPPLY ROOM AIDE

CODE: 2506

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs a variety of routine duties in the central supply room of a hospital in the preparation, reconditioning, storing and issuing of equipment, instruments, supplies and materials; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures relating to central supply work; preventing minor losses through proper handling of equipment, materials and supplies; making contacts with other employees; keeping simple records of items serviced, stored or issued. Nature of duties requires: some physical effort and dexterity in the use of fingers and hands with some exposure to abrasions, cuts or bruises; occasional exposure to somewhat disagreeable working conditions in handling, cleaning, reconditioning and sterilizing numerous items.

EXAMPLES OF DUTIES:

1. Reconditions, stores and issues instruments, bandages and specialized equipment for use throughout hospital, as requisitioned.
2. Washes and sterilizes water bottle seals, wangensteen sets; inspects and services stedman machines, air compressors, hot plates, mistogen sets, croupette sets, oxygen tanks, bed scales and other equipment.
3. Cleans and sharpens hypodermic needles and luers and prepares them for sterilization.
4. Wraps, marks and dates dressings for autoclave; marks and stores supplies when returned from sterilizer.
5. Receives and issues nursing equipment and supplies as requested from various wards.
6. May perform other related duties in the central supply room or the various ward locations as required or directed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by one year of general hospital central supply room experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires working knowledge and understanding of the methods, procedures and purposes of reconditioning, servicing and sterilizing a wide variety of items.

Requires ability and skill to work well with others performing similar duties and to perform work carefully and accurately.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Orderly



CLASS TITLE: CENTRAL SUPPLY ROOM ASSISTANT SUPERVISOR CODE: 2508

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in directing the work of a hospital central supply room, including all personnel and activities; personally participates in performing the work of central supply room aides; relieves the central supply room supervisor when necessary; and performs related duties as required.

Requires responsibility for: carrying out and explaining established methods and procedures relating to central supply room work; achieving moderate economies and/or preventing moderate losses through enforcing efficient and accurate work methods in servicing instruments, equipment, materials and supplies; making routine contacts with employees; keeping simple routine records indicating time consumed, work done and inventories on hand. Work involves sustained physical effort such as standing, walking and occasional lifting, with some exposure to minor injuries such as abrasions, cuts and burns and to some disagreeable elements inherent in the reconditioning and servicing of hospital equipment, instruments, materials and supplies.

EXAMPLES OF DUTIES:

1. Assists in the administration and operation of the central supply room; assigns work to subordinates; instructs and inspects work to assure correct procedures and quality.
2. Receives, processes and issues materials, supplies and equipment used on all wards throughout a hospital.
3. Checks, cleans, marks, dates, wraps and prepares luers and needles used in the treatment of patients; sterilizes luers in electric oven and wraps for sterilization by autoclave.
4. Checks, cleans, repairs and assembles various units of nursing equipment such as under-water seal trays, wangensteen suction, phlebotomy sets, proctoscopes, bennett valves, suction trays, stedman pumps, air compressors, oxygen tents, etc.
5. Counts, marks, dates and wraps surgical dressings; prepares for sterilization in autoclave; folds and prepares packing of various sizes for sterilization, also bandages, stockinettes, wadding, burn dressings, tonsil sponges, etc.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of an accredited school of nursing.

Requires one year of professional hospital nursing experience, preferably including some central supply room duties; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good working knowledge and understanding of the importance of performing accurate work to close tolerances and to insure neatness, cleanliness and complete sterilization of hospital central supplies.

Requires skill and ability to supervise and instruct a number of subordinate employees in detailed methods and procedures.

CLASS TITLE: CENTRAL SUPPLY ROOM ASSISTANT SUPERVISOR CODE: 2508
(continued)

License: Requires possession of a valid certificate as a registered nurse issued by the state board of nursing examiners.

PROMOTIVE LINES:

To: Central Supply Room Supervisor

From: Registered Nurse

CLASS TITLE: CENTRAL SUPPLY ROOM SUPERVISOR

CODE: 2510

CHARACTERISTICS OF THE CLASS:

Under direction, assumes responsibility for the activities and personnel of a hospital central supply room; organizes, assigns and personally participates in the various aspects of the work; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies and methods relating to central supply room work; achieving moderate economies and/or preventing moderate losses through efficient supervision and enforcement of careful handling and servicing of instruments, materials, equipment and supplies; making contacts with other departments and employees; gathering, preparing and maintaining ordinary operating records of time, work performance and inventory of stocks on hand. Nature of duties requires sustained physical effort involving continuous light work, standing and walking, with occasional exposure to minor injuries such as abrasions, cuts and burns and some disagreeable elements inherent in the reconditioning and service of hospital equipment, instruments, materials and supplies.

EXAMPLES OF DUTIES:

1. Has complete responsibility for the personnel and operations of a hospital central supply room including the sterilization, receiving, issuing and delivering of all nursing supplies, dressings and equipment to the various hospital wards, as required.

2. Directs the work of an assistant supervisor and several central supply room aides and is responsible for their training, assignment and accuracy and quality of work; interprets departmental rules and regulations and policies to employees; prepares requirements and procedures for various types of work carried on.

3. Meets with representatives of vendors, purchasing agents and employees regarding specific requirements for particular items; discusses merits of price vs. quality; interviews salesmen regarding new and improved equipment, supplies, etc.

4. Maintains a program of employee instruction and information regarding new supplies, materials and equipment in an effort to improve the services of the central supply room; conducts work inspections to determine that prescribed standards of workmanship, sterilization, etc. are being followed and achieved.

5. Takes periodic inventories of all surgical dressings, supplies, instruments and equipment; prepares requisitions for replenishment of items in connection with preparation of annual budgetary requirements.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of an accredited school of nursing.

Requires two years of progressively responsible professional hospital nursing experience, preferably including some central supply room duties; or an equivalent combination of training and experience.

CLASS TITLE: CENTRAL SUPPLY ROOM SUPERVISOR
(continued)

CODE: 2510

Knowledge, Abilities and Skills: Requires thorough working knowledge of the varied activities in the central supply room, involving specific details required in servicing medical, surgical and nursing equipment, instruments, materials and supplies.

Requires skill and ability to: supervise and instruct a number of subordinate employees in detailed methods and procedures relating to the work; emphasize the importance of performing accurate work to close tolerances; enforce neatness, cleanliness and complete sterilization of completed items.

License: Requires possession of a valid certificate as a registered nurse issued by the state board of nursing examiners.

PROMOTIVE LINES:

To: Supervising Nurse

From: Central Supply Room Assistant Supervisor

(Amends and Retitles: Class 2514 Orthopedic Technician)

CLASS TITLE: ORTHOPEDIC TECHNICIAN I

CODE: 2514

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a variety of duties in a hospital in assisting in the application and removal of regular casts and other orthopedic attachments; and performs related duties as required.

Requires responsibility for: Carrying out existing procedures relating to the application and removal of casts and other orthopedic attachments; making regular contacts with patients in adjusting and applying casts; keeping routine records and reports; work requires considerable physical effort and manual dexterity for lifting patients and manipulating plaster casts and materials; involves exposure to somewhat disagreeable work conditions.

EXAMPLES OF DUTIES:

1. Applies and removes regular plaster casts in the cast room, orthopedic wards or clinics according to specific instructions of attending physician; applies and adjusts bandages, splints and related materials; removes whole and broken casts.

2. Makes and prepares crutches and pylons for amputees; may order crutches, canes and other supplies; prepares canvas covers, Bradford frames, Stryker frames and Foster bed covers; answers calls from doctors for overhead frames and/or attachments; issues crutches and canes; demonstrates attachments and equipment to fitted patients; sets up exercise frames for special patient needs.

3. Assists in maintaining records of cast room supplies and in keeping the cast room stocked; maintains cast room in a clean and orderly condition; maintains cast room equipment in a workable condition.

4. Keeps records of work performed and patients treated.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by one year of experience in performing the duties of an Orthopedic Technician or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a working knowledge of: Various types of casts, crutches, canes and other orthopedic equipment; their principal uses and how they are applied and removed.

Requires ability and skill to: Follow oral and written instructions accurately; keep simple records, be cooperative with other employees and superiors.

PROMOTIVE LINES:

To : Orthopedic Technician II

From: Orderly
Original entrance examination

ADOPTED: March 11, 1968



(NEW CLASS: Abolishes 2514 Orthopedic Technician)

CLASS TITLE: ORTHOPEDIC TECHNICIAN II

CODE: 2515

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a variety of duties in a hospital in the application, removal and adjustment of regular and specialized casts, traction apparatus and other orthopedic attachments; may exercise work direction over other Orthopedic Technicians and/or instructs students in the application and removal of casts and the use of traction equipment; and performs related duties as required.

Requires responsibility for: Carrying out and explaining existing methods and procedures relating to the application and removal of casts and the use of special traction equipment and other orthopedic attachments; making regular contacts with patients in the cast room or in the orthopedic wards; maintaining records of orthopedic supplies and equipment and records of patients treated. Work requires considerable physical effort and manual dexterity in lifting patients and manipulating a plaster cast and materials; involves exposure to somewhat disagreeable working conditions.

This class differs from Orthopedic Technician I in the responsibility for working with the more difficult cast cases, including full body casts, hip fractures and traumatic fractures and in work direction and instruction of students.

EXAMPLES OF DUTIES:

1. Applies and removes a variety of regular and specialized casts in the cast room or on orthopedic wards in accordance with physician's specific instructions; applies, adjusts and removes complete body casts, casts for traumatic fracture cases and hip fractures; adjusts traction apparatus; may improvise substitute devices when standard devices are not suitable or not available; responds to calls from surgery to assist physicians in the application and removal of casts.

2. Maintains a wide variety of supplies in the cast room; including such items as plaster of paris, anesthetics, arm and leg slings, sheet wadding, webril and stockinette bandages, various types of splints, needles, pin cutters, different sizes of pins, cast cutters, crutch tips, sandbag weights and other necessary equipment; places orders when supplies in stock are low; maintains necessary records in conjunction with ordering of supplies and equipment.

3. Makes and prepares crutches, pylons for amputees, prepares canvas covers, Bradford frames, Stryker frames and Foster bed covers; answers calls from doctors for overhead frames and orthopedic attachments; sets up anesthetic for injection by physician; issues crutches and canes; adjusts and modifies crutches and canes when required by patient's size or condition; demonstrates attachments and equipment to fitted patients; sets up exercise frames for special patient needs.

4. May exercise work direction over Orthopedic Technician I and/or instructs students in the application and changing of casts and the use of traction equipment.

5. Maintains records on the number of patients treated in the cast room and the orthopedic clinic; keeps timeroll records for Orthopedic Technicians assigned to the cast room and/or clinic.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school supplemented by two years of experience in performing the duties of an Orthopedic Technician, as described above; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Various types of casts, crutches, specialized traction, and other orthopedic equipment; their principal uses; how they are applied and removed.

Requires considerable ability and skill to: Follow oral, and written instructions accurately; gives instruction and work direction; maintain records and reports; get along well with superiors and co-workers.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Orthopedic Technician I

ADOPTED: March 11, 1968

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: JAIL MEDICAL TECHNICIAN

CODE: 2517

CHARACTERISTICS OF THE CLASS:

Under general direction, interprets and implements Jail Medical Services procedures and medical protocol/standing orders; performs routine medical duties; charts, records and documents all medical duties performed and patient interactions; counsels, advises and instructs patients; makes triage decisions and advises the Sheriff's Department Staff of patients' special housing or hospitalization needs; responds to emergency medical and psychiatric situations; refers patients to Jail Psychiatric Services, and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this classification perform routine medical duties under the supervision of a Registered Nurse and within the protocol established by the Medical Director. The classification differs from that of 2312 Licensed Vocational Nurse in that, this classification is assigned only to Jail Medical Services while Licensed Vocational Nurses are assigned to other health care situations.

EXAMPLES OF DUTIES:

1. Interprets and follows written Jail Medical Services procedures and medical protocol/standing orders; consults with supervisor and/or physician on call regarding any questions or needs not addressed by protocol.
2. Performs routine medical duties, such as: making medical rounds; assisting the physician; making sick calls; performing initial physical assessments or intake screenings; checking alcoholic detox locations and isolation cells; may also distribute medications and supplies following either doctor's orders or standing orders.
3. Charts, records or documents all medical duties performed and patient interactions, including assessments and treatments.
4. Counsels, advises and instructs patients regarding general preventative health measures and specific prescribed therapies.
5. Makes triage decisions and advises the staff of the Sheriff's Department of the special housing or hospitalization needs and follows up to insure that these needs are met; coordinates patient's medical needs and health management within the structure of the correctional environment.
6. Responds to emergency medical and psychiatric situations involving inmates and provides basic assessment, life support, protocol directed treatment and triage as necessary.
7. Refers patients to Jail Psychiatric Services when patients are assessed to be suicidal, thought disordered or have a history of recent psychiatric treatment.

CLASS TITLE: JAIL MEDICAL TECHNICIAN

CODE: 2517

MINIMUM QUALIFICATIONS:

Training and Experience: Requires at least one year of verifiable work experience providing direct patient care in a jail.

Knowledge, Abilities and Skills: Requires knowledge of: levels and states of health and illness and practical response; basic pharmacological principles; interpretations of written Jail Medical Services' procedures, medical protocol or standing orders.

Requires ability to: assess patients and investigate their medical complaints; interpret and follow Jail Medical Services' procedures, medical protocol or standing orders; prepare clear, concise medical notes and records; recognize psychiatrically needy patients.

Requires oral communication skills, especially as necessary to communicate with incarcerated patients within a forensic environment.

License or Certification: Requires either possession of a valid California Vocational Nurse license or possession of Certificate of Completion of at least 300 hours of Paramedic Training indicating completion of an Emergency Medical Technician I (EMT I) program.

Note: As a condition of continued employment, employees may be required to pass examinations on specialized subject matter.

ADOPTED: 1-14-85

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: CORONER'S AMBULANCE DRIVER

CODE: 2518

CHARACTERISTICS OF THE CLASS:

(Revised 5/10/62)

Under general supervision, operates an ambulance for the coroner's department; services and maintains assigned vehicles; assists in coroner's field investigations; cleans morgue and laboratories; and performs related duties as required.

Requires responsibility for: making frequent field contacts with emotionally disturbed relatives and friends of deceased persons. Nature of duties involves continuous exposure to disagreeable work situations and unpleasant surroundings.

EXAMPLES OF DUTIES:

1. Operates morgue ambulance to and from the scene of a death; assists a deputy coroner in locating witnesses and examining the body; assists in the removal of the body; cleans the surrounding area in cases of violent deaths; obtains post mortem fingerprints in the morgue.

2. Cleans, waxes and services ambulance and other coroner's vehicles and inspects for needed repairs; cleans morgue and laboratories.

3. As assigned for training purposes and during short term reliefs, serves as deputy coroner in the investigation of circumstances relating to a death, examining deceased persons and the immediate vicinity for pertinent information and preparing required reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by two years of applicable experience in a coroner's department or private funeral parlor in handling and preparing deceased remains; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires general working knowledge of the various aspects of the operation of a coroner's department.

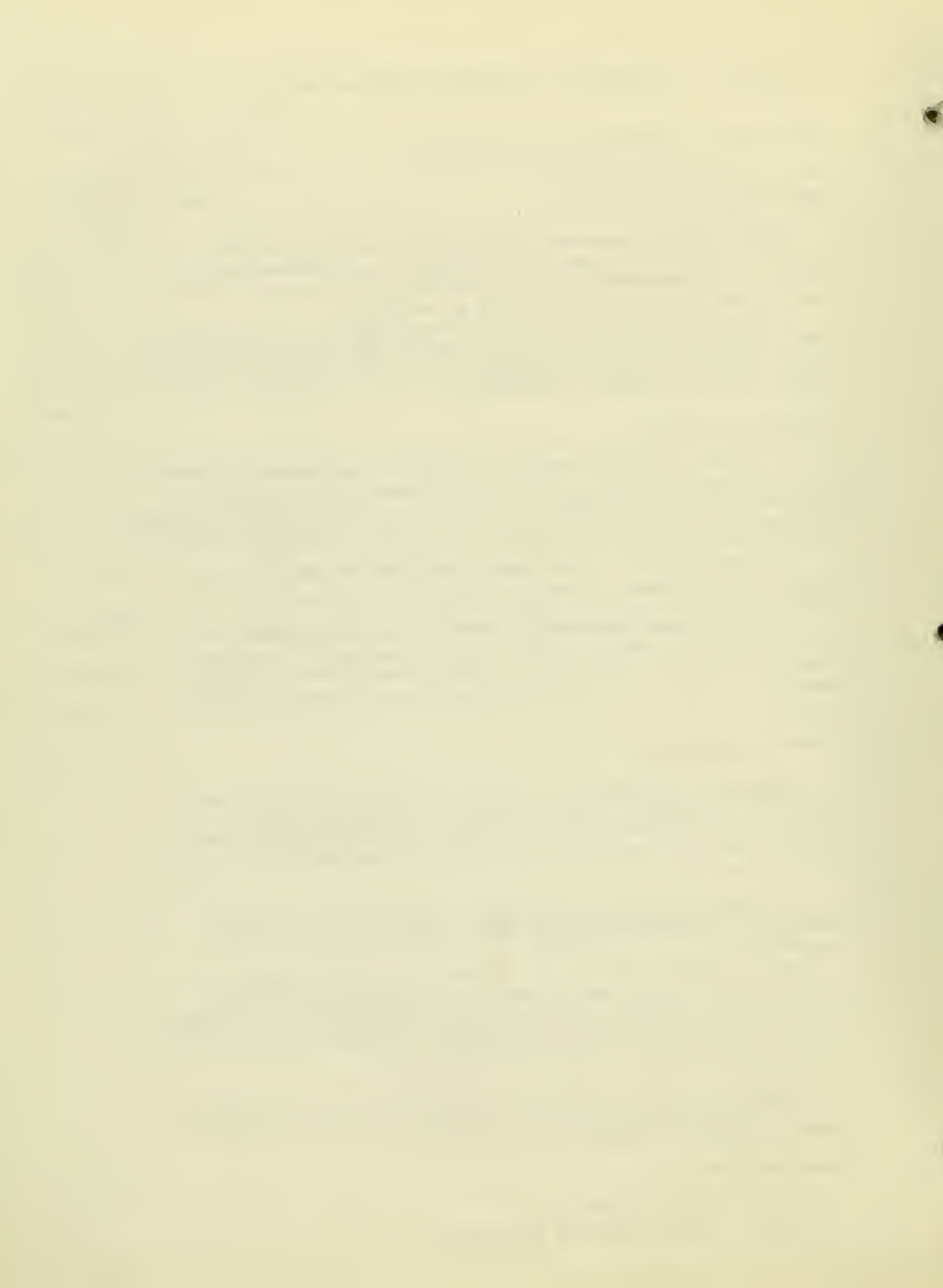
Requires skill and ability to: enter on scenes of death and handle deceased human remains under various adverse conditions; maintain a neat, orderly appearance; deal diplomatically with persons emotionally disturbed by events of death; effectively participate in conducting field investigations and interviews.

License: Requires possession of: a valid state chauffeur's license; a current valid embalmer's license, issued by the Board of Funeral Directors and Embalmers of the State.

PROMOTIVE LINES:

To: Deputy Coroner

From: Original Entrance Examination



CLASS TITLE: MORGUE ATTENDANT

CODE: 2520

CHARACTERISTICS OF THE CLASS:

Under supervision, transfers remains of deceased persons to autopsy room and prepares bodies for post-mortem examinations; prepares and releases bodies to morticians after examinations; keeps morgue and autopsy room and equipment in clean and orderly condition; and performs related duties as required.

Requires responsibility for carrying out established procedures and methods in handling, transporting and preparing deceased persons for post-mortem examinations and for release to mortuary subsequent to examination. Nature of work involves considerable physical effort and manual dexterity with considerable exposure to disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Brings bodies of deceased persons from ward to morgue; wraps bodies in sheets and places in refrigerated compartment; checks storage box for proper temperature and anatomical position and proper identification of body.

2. Prepares bodies for post-mortem examination and pathological study by cleaning and washing, using necessary solutions; sets up instruments and containers for autopsy; places bodies on autopsy tables.

3. Prepares bodies for release to mortician after post-mortem examination by sewing up cavities, aspirating fluids and cleaning bodies.

4. Picks up amputations from surgery and disposes of or releases them as requested.

5. Receives animal specimens and prepares them for examination.

6. Cleans autopsy room and sterilizes instruments and equipment; delivers soiled linen to laundry, returns clean linen to morgue and storage room.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by six months of experience: in a morgue or mortuary assisting in the preparation of bodies for burial; handling and caring for bodies in an anatomical or surgical laboratory; as an embalmer's assistant or apprentice; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a working knowledge of: the techniques involved in the handling and preparation of bodies of deceased persons for post-mortem examinations or burial; hospital methods and procedures; the care of surgical instruments and equipment.

Requires ability and skill to: follow written and oral instructions; prepare simple records; deal tactfully and courteously with morticians and members of the family of deceased persons; handle remains of deceased persons.

CLASS TITLE: MORGUE ATTENDANT (continued)

CODE: 2520

PROMOTIVE LINES:

To: Senior Morgue Attendant

From: Original examination

CLASS TITLE: SENIOR MORGUE ATTENDANT

CODE: 2522

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises morgue attendants in the handling and preparation of bodies of deceased persons for post-mortem examination and burial; assists a physician in performing autopsies; performs specialized identification work on badly decomposed bodies; and performs related duties as required.

Requires responsibility for: carrying out and enforcing methods and procedures related to the proper functioning of a morgue and the maintenance of its facilities and equipment; the care and use of various tools and instruments and equipment in assisting a physician in post-mortem examinations; preparing routine activity reports.

EXAMPLES OF DUTIES:

1. Supervises several morgue attendants in the preparation of bodies of deceased persons for post-mortem examinations and burial.

2. Prepares for post-mortem examination by setting up necessary equipment, instruments and solutions; assists a physician in all aspects of autopsy such as removing plaster casts and bandages, opening bodies, obtaining blood samples and other fluids from bodies for toxicological examinations.

3. Performs specialized and skilled identification work in obtaining fingerprints from badly decomposed bodies.

4. Checks morgue and other work spaces for cleanliness and adequacy of service supplies; checks for proper ventilation and assures that all equipment is functioning properly.

5. Correlates all information to be furnished to proper authorities; transmits all required information to personnel assigned to subsequent shifts; prepares daily reports for death registry office.

6. Performs the duties of a morgue attendant in cleaning and maintaining morgue and autopsy room, cleaning and sterilizing equipment, preparing bodies for examination and burial.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by one year of experience: in a morgue or mortuary assisting in the preparation of bodies for burial; handling and care of bodies in an anatomical or surgical laboratory; as an embalmer's assistant or apprentice; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good working knowledge of: the procedures involved in assisting a physician in post-mortem examinations; techniques involved in handling and preparation of bodies for post-mortem examination or burial; hospital methods and procedures; and the care of surgical instruments and equipment.

Requires ability and skill to use post-mortem techniques and procedures as necessary; supervise and check the work of subordinates.

CLASS TITLE: SENIOR MORGUE ATTENDANT (continued)

CODE: 2522

PROMOTIVE LINES:

To: No normal lines of promotion

From: Morgue Attendant

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: FORENSIC AUTOPSY TECHNICIAN

CODE: 2523

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists the Board Certified Forensic Pathologist or Board Certified Pathologist in the performance of medico-legal autopsies under the jurisdiction of the Medical Examiner/Coroner; assists in the collection and legal preservation of evidence, clothing, toxicology samples, and biologic samples for toxicologic, serology and microbiologic testing; assists the forensic pathologists in identification, including badly decomposed patients; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are located at the Chief Medical Examiner/Coroner's Office where all trauma, unnatural or suspicious deaths are examined. Positions are distinguished from class 2522 Sr. Morgue Attendant in that they involve medico-legal cases, and may require court room testimony while the latter are responsible for supervising activities at the San Francisco General Hospital morgue.

EXAMPLES OF DUTIES:

1. Assists the Board Certified Forensic Pathologist in performance of medico-legal autopsies.
2. Assists in the collection of evidence, including clothing, and processes that evidence personally collected for additional testing.
3. Assists in specialized identification on badly decomposed bodies; obtains fingerprints on all cases.
4. Assists in the collection of specimens for forensic toxicology; packages and prepares specimens for storage or transports in a legal chain of custody those specimens necessary for toxicology.
5. Under the direction of the forensic pathologist, removes plaster casts or other medical appliances, preserving reusable material.
6. Prepares autopsy facility for work, and maintains equipment and supplies.
7. Assists the Forensic Pathologist in the autopsy of suspected or unknown contagious cases, including the collection of specimens for laboratory testing and decontamination of equipment and facilities.
8. Registers the storage position of all bodies, and inventories those cases stored.
9. Confirms the identity and legal release form for all bodies released from the Medical Examiner's Office.
10. Orders and stocks necessary supplies for the proper function of the facility.
11. Requests services of the police photographer and assists with photographs of evidence and injuries under the Forensic Pathologist's direction.
12. Assists in medico-legal fluoroscopy and x-ray under the direction of the Forensic Pathologist.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by one year of experience in a mortuary facility assisting in the care and handling of bodies; as an embler's assistant or apprentice; or an equivalent combination of training and experience. May require a security check.



MINIMUM QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires a good working knowledge of: Procedures involved in assisting a physician in medico-legal autopsies; techniques involved in handling and preparation of evidence for chain of custody control; care of surgical and autopsy equipment; precautions for contagious disease control; special procedures to assist the Forensic Odontologist and Anthropologist. Requires ability to lift and move bodies from gurneys to autopsy table, and to lift bodies to chest height (200 plus pounds).

ADOPTED: 3-7-83



CHARACTERISTICS OF THE CLASS:

Under direction, receives, accounts for and transfers all personal property and money acquired by the coroner's field investigators; assigns and reviews the work of a clerical unit; serves as confidential secretary to the coroner; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing policy and methods of the coroner's office and applicable probate laws; safeguarding and accounting for moderate amounts of money and valuables; making daily office contacts with persons emotionally disturbed by recent death in the family; preparing, checking and reviewing important and detailed operational and financial records.

EXAMPLES OF DUTIES:

1. Receives all personal property acquired by the coroner's department; checks property receipts for proper entries and stores items in safety boxes; deposits monies received in bank; prepares cash receipts; reconciles bank statements with controller's accounts.

2. Interprets probate code as it relates to the delivery of property in custody of the coroner, and transfers money and property to legal next of kin; notifies public administrator of cases involving further investigation in probate matters.

3. Prepares unclaimed items for auction; assists at auctions and enters receipts from sales on coroner's records; deposits receipts of auction sales and unclaimed monies with treasurer.

4. Assigns and reviews the work of clerical personnel engaged in the processing of death certificates and other official records and correspondence.

5. Serves as secretary to the coroner on matters of confidential correspondence, reports and legal proceedings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school with courses in typing, stenography and bookkeeping, supplemented by four years of progressively responsible office experience, including the receipt and accounting of money and property; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of modern office methods, procedures and bookkeeping principles and some knowledge of the probate code.

Requires ability to: exercise good judgment in evaluating situations, interpreting laws and policies, and making proper decisions; assign and review the work of clerical personnel; deal effectively and courteously with the general public, attorneys and other department representatives.

Requires skill in the application of modern bookkeeping principles as related to maintenance of accounting records and preparation of financial reports.

CLASS TITLE: CORONER'S ESTATE INVESTIGATOR (continued)

CODE: 2524

PROMOTIVE LINES:

To: Chief Clerk

From: Senior Clerk-Stenographer

CHARACTERISTICS OF THE CLASS:

Under general supervision, operates a public ambulance; assists in rendering aid to injured persons or in other emergency cases; and performs related duties as required.

Requires responsibility for: following established methods and procedures relating to ambulance operation; achieving economies and/or preventing moderate losses through careful and safe handling of ambulance and appurtenant equipment; making responsible contacts with the general public or specific persons for the purpose of obtaining information on specific matters at scene of accident or emergency; gathering and preparing pertinent information concerning circumstances at scene of the emergency. Nature of duties involves sustained physical effort with heavy lifting, involving manual effort and dexterity with frequent exposure to traffic accidents, health hazards or other disagreeable elements.

EXAMPLES OF DUTIES:

1. Drives an ambulance in response to emergency calls; assists medical steward in administering first-aid at scene of emergency; preserves law and order, as necessary.

2. Assists medical steward in resuscitation efforts at scenes of fires, drownings and other similar emergencies; transports patients to nearest emergency hospital; helps physician in treatment room in bandaging and splinting patients' limbs as directed.

3. Assists in caring for, handling and transporting mentally ill, emotionally hysterical, deranged and alcoholic patients; assists in undressing male patients and searching, witnessing and booking personal property.

4. Assists in preparing records when admitting patients to hospital; fills out admission forms.

5. May assist in performing duties of admitting officer, psychiatric department; may respond to emergency calls in the psychiatric wards.

6. Checks ambulance equipment; maintains vehicle in clean and orderly condition; does minor servicing and repair work.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by courses in first-aid and one year of experience as a chauffeur; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a working knowledge of: first-aid techniques and procedures; local traffic regulations; names and locations of city streets; minor auto service and repair techniques.

License: Requires possession of: a current state chauffeur's license; a current red cross first-aid certificate.

PROMOTIVE LINES:

To: Medical Steward

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MEDICAL STEWARD

CODE: 2528

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and accompanies an ambulance driver in responding to emergency calls; renders first-aid and other needed ministrations to ill or injured persons; and performs related duties as required.

Requires responsibility for: following established methods and procedures in rendering first-aid in emergency cases; achieving economies and/or preventing moderate losses through proper handling of equipment, instruments and facilities; making responsible contacts with the general public or specific persons for the purpose of obtaining information on specific matters at scenes of accidents, injuries or other emergencies; gathering and preparing pertinent information. Nature of duties involves sustained physical effort, with heavy lifting and manual effort and dexterity, with frequent exposure to traffic accidents, health hazards and other disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises and accompanies an ambulance driver in making emergency calls in cases of accidents, injuries or other reasons; renders first-aid and other needed ministrations to persons concerned at the scene; accompanies ambulance to fires, as required.
2. Assists physician and nursing personnel in emergency hospitals and treatment rooms with bandaging, splinting, administration of drugs and other duties, as directed.
3. Administers to and transports mentally ill, hysterical, deranged and alcoholic patients, as occasions require.
4. Feeds, bathes and assists in performing nursing duties to male patients; undresses male patients and is responsible for the accounting and safe-keeping of personal property, clothing and other valuables.
5. May assist and relieve a senior medical steward when required; maintains accurate daily register of all patients admitted to the emergency hospital.
6. Requisitions replenishments of needed linens, janitorial, surgical and medical supplies.
7. May be required to keep assigned locations in a clean and orderly condition.
8. Secures spiritual aid for persons requesting same or for dying patients.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by either five years of experience in military medical hospital service in the administration of first-aid to sick or injured persons and/or giving treatment as prescribed by a doctor, or graduation

CLASS TITLE: MEDICAL STEWARD
(continued)

CODE: 2528

from an accredited school and nursing and two years of the aforementioned experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough working knowledge of practical nursing techniques, especially as they apply to rendering first-aid in emergent cases.

License or Certificate Requirements: Requires possession of a current Red Cross first-aid certificate.

PROMOTIVE LINES:

To: Senior Medical Steward

From: Ambulance Driver

CLASS TITLE: ASSISTANT CHIEF, PARAMEDIC DIVISION

CODE: 2529

CHARACTERISTICS OF THE CLASS:

Under direction of the Chief, Paramedic Division, manages Central Medical Dispatch (CMED) or the Paramedic Academy by planning and tracking resource utilization; setting goals and objectives for Paramedic Supervisors and other subordinates; developing procedures; monitoring and analyzing performance; and identifying and solving technical problems related to CMED or Academy operations.

DISTINGUISHING FEATURES:

The subject class differs from class 2531 Deputy Chief, Paramedic Division in that it manages either Central Medical Dispatch or the Paramedic Academy, while the latter is a one-position class with direct responsibility for Field Operations - the major administrative component of the Paramedic Division. It is different from class 2534 Paramedic Supervisor, which it supervises, in that the latter's responsibility is limited to immediate supervision of Paramedics on a given shift.

EXAMPLE OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages either Central Medical Dispatch or the Paramedic Academy by implementing departmental policies, and planning and tracking utilization of resources; develops and writes procedures and directives relevant to assigned section; sets standards and objectives for subordinates, and monitors and evaluates performance.

2. Participates in, and observes and supervises on-line activities. In CMED, this includes responding to dispatch for simple, complex, multicasualty situations using 911 telephone switch, administration, Computer Aided Dispatch (CAD), Computer Database Management, Hospital Emergency Administrative Radio (HEAR), and the Mayor's Emergency Channel (MECS); in Paramedic Academy, this includes teaching selected EMT-P course material including clinical procedures, Advanced Cardiac Life Support (ACLS) and Basic (or Prehospital) Trauma Life Support (BTLS or PHTLS) courses, and monitoring subordinate instructors.

3. Identifies and solves operational needs and/or problems. In CMED, this includes resource management and instituting quality control programs to ensure smooth functioning of the 911 switch administration, complex computer and other highly technical operations, projecting and scheduling proper staffing levels on all shifts, and for on call, as needed lists. In the Paramedic Academy, this includes the development and certification of curricula to teach state of the art procedures and equipment; designing and scheduling training sessions and class content and maintaining proper interaction with educational institutions; recruitment and scheduling of instructors, and coordination with the Deputy Chief and the Assistant Chief of CMED for appropriate rotation of cadets.

4. Recruits, selects, trains, and manages subordinate Paramedic Supervisors and other personnel; counsels and disciplines and/or commends staff as appropriate.

QUALIFICATIONS: (Cont.)

5. Interacts with managers with similar responsibility in other dispatch centers within the City and the greater Bay Area, to facilitate interagency cooperation, policy development and implementation through meetings, symposia and disaster drills.

6. Analyzes and projects unit needs and assists in budget development and implementation.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications... and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of Federal, State and local regulations governing EMS, including Title 22 and scope of Paramedic Practice and Acts; knowledge of management principles and ability to manage; written and verbal communications skills; in CMED, requires thorough familiarity with Computer Database Management for Dispatch, Computer Aided Dispatch, radio frequencies for Emergency Service Use, FCC, State and local regulations governing EMS dispatch and Communications, and familiarity with current Medical Dispatch literature; in the Paramedic Academy, thorough knowledge of Department of Transportation and State curriculum guidelines; knowledge of, and skill in performing paramedic clinical procedures for the purpose of instructing others; knowledge of Advanced Life Support and Advanced Trauma Life Support; ability to motivate employees; knowledge of educational theory and methodology.

License: Requires possession of a valid EMT-Paramedic certificate, a DMV Ambulance Driver's Certificate issued by the State of California and a valid California Driver's License. Must obtain an EMT-Paramedic certificate in the City and County of San Francisco within six months of employment if hired.

ADOPTED: 3-15-93

#4320c

CHARACTERISTICS OF THE CLASS:

Under general supervision, receives calls requesting emergency ambulance service; dispatches emergency ambulances via police radio; keeps accurate records of all calls; makes changes in destinations or assignments of ambulances as certain emergencies or expediency may require; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and explaining existing policies, methods and procedures in connection with emergency hospital ambulance services; achieving moderate economies and/or preventing moderate losses through efficient dispatching of ambulances; making regular contacts with the general public, usually via telephone, and with persons in other departments and representatives of outside organizations, largely due to emergency situations; preparing and maintaining detailed booking records of all emergency hospital service cases and related incidents. Nature of work involves normal physical effort and manual dexterity, and considerable standing with occasional exposure to health and accident hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Dispatches emergency ambulances via radio and keeps record of each incident; records calls for making transfers of patients from one location to another; arranges for transfer of patients to private care centers by communicating with concerned physicians relative to condition and needs of individual cases.
2. Dispatches ambulances to fires, depending on number of alarms and type of fire; also dispatches ambulances to accompany police officers in handling of difficult and mentally ill cases.
3. Assists the physician and registered nurse in the emergency treatment room or wards, as necessary, depending on peak load demands and specific conditions.
4. Maintains complete daily log of dispatches and cases handled, including admittance to emergency hospital, diagnosis, treatment and disposition of each individual incident.
5. Assumes responsibility for the safe keeping of patients' clothing, valuables and money in cases when individuals are detained in emergency hospital wards pending discharge or transfer; obtains receipts for return of patients' property.
6. Communicates with coroner and others concerned in cases when patients expire, and arranges for disposition of corpse.
7. Performs other related and miscellaneous duties such as providing information to private physicians, searching records for names of reported missing persons, etc.
8. Furnishes information from poison control center in dealing with emergency poison cases.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from high school, supplemented by at least two years of experience in the civil service class of medical steward; or an equivalent combination of training and experience.

CLASS TITLE: SENIOR MEDICAL STEWARD (continued)

CODE: 2530

Knowledge, Abilities and Skills: Requires a thorough working knowledge of: first-aid methods in order to assist emergency hospital medical and nursing personnel; local traffic regulations; names and locations of streets in various areas.

Requires skill and ability to use own judgment and make quick decisions in dispatching ambulances, making changes in assignments due to unforeseen situations.

License: Requires possession of a first-aid certificate issued by the American Red Cross.

PROMOTIVE LINES:

To: Emergency Hospital Service Assistant Superintendent

From: Medical Steward

CLASS TITLE: DEPUTY CHIEF, PARAMEDIC DIVISION

CODE: 2531

CHARACTERISTICS OF THE CLASS:

Under general administrative direction of the Chief, Paramedic Division, directs the clinical and administrative activities of Paramedic Supervisors and other personnel within Field Operations, assigned to special operations or present in the field on selected calls, disasters or multi-casualty events. Has responsibility for providing ambulance service, staging scene management during disasters and incidents, and for logistics. Manages the budget for Field Operations, identifies and sets program objectives; plans and tracks resource utilization; analyzes program performance; and performs related duties as required.

DISTINGUISHING FEATURES:

The Deputy Chief, Paramedic Division differs from the Chief, Paramedic Division, in that the latter has clinical and administrative responsibility for the entire Paramedic Division, whereas the Deputy Chief has immediate, twenty-four hour management responsibility limited to Field Operations, under general direction from the Chief. It differs from the lower level Paramedic Supervisor class which it supervises directly within Field Operations, in that the Paramedic Supervisor is a first-line supervisory class with responsibility limited to either clinical or administrative review of Paramedics on an assigned shift. The Deputy Chief differs from the Assistant Chief, Paramedic Division in that it is a one-position classification with direct responsibility for Field Operations, the major administrative component of Paramedic Services, while the latter class manages either Central Medical Dispatch (CMED) or the Paramedic Academy.

EXAMPLE OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages the Field Operations section of Paramedic Division; meets with and assists superiors to identify and set program policies and objectives; collaborates with staff of other departments and agencies to achieve mutual operations objectives; develops and implements detailed procedures.
2. Responds in person to field events, disasters, complex or multi-casualty situations; commands and manages incident scenes; observes and assists onsite paramedic crew; directs emergency response; reviews and analyzes program performance; recommends and institutes corrective actions indicated.
3. Provides and manages daily, round-the-clock ambulance service; develops, implements and manages a complex continual ambulance schedule involving a large number of paramedics; ensures vehicles are well stocked and technically well maintained for efficient deployment.
4. Recruits, selects, trains, directs and evaluates subordinate Paramedic Supervisors and other personnel; counsels and disciplines staff as appropriate.
5. Assists in budget preparation; implements and manages program budget and finances; plans, tracks and analyzes resource utilization.
6. As part of management team, negotiates employee working conditions with the union.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Thorough knowledge of Federal, State and local regulations governing EMS and paramedic scope of practice; detailed familiarity with vehicle deployment, supply and maintenance; management principles and supervisory techniques; thorough knowledge of field operations in a busy urban 911 Advance Life Support (ALS) ambulance service, and of paramedic scheduling; very good verbal and written communication skills in English; thorough knowledge of Advanced Cardiac Life Support, and Advanced Trauma Life Support.

Ability to: quickly evaluate and take command of emergencies, disasters or multi-casualty situations; render prompt decisions; demonstrated ability to motivate and inspire subordinates.

Licenses: Requires possession of a valid EMT-Paramedic certificate, a DMV Ambulance Driver's Certificate issued by the State of California and a valid California Driver's License. Must obtain an EMT-Paramedic certificate in the City and County of San Francisco within six months of employment if hired.

ADOPTED: 1/7/91

RETITLED AND AMENDED: 3-15-93

#4321c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PARAMEDIC

CODE: 2532

CHARACTERISTICS OF THE CLASS:

Under general supervision, staffs mobile intensive care vehicles; provides initial emergency medical care in a pre-hospital setting; provides advanced first aid, life support and life maintenance measures, including CPR, plus definitive and therapeutic care, with adjuncts, at the scene and during transport, at the Paramedic level; may be assigned duties in Central Medical Emergency Dispatch (C-MED).

DISTINGUISHING FEATURES:

Paramedics may be assigned to perform duties of either ambulance driver, paramedic attendant, or C-MED dispatcher. Paramedics assigned to the duties of an ambulance driver are governed by both departmental policies and procedures and the California Highway Patrol Ambulance Service Handbook in driving public ambulances in response to emergency calls for assistance. Paramedics assigned to the duties of paramedic attendant are responsible for following county medical protocol in administering emergency care and advanced life support measures. Paramedics assigned to the duties of a C-MED dispatcher receive and triage requests for ambulance service and dispatch appropriate ambulance units.

EXAMPLES OF DUTIES:

1. Ensures that emergency vehicle is ready for service by: checking mechanical equipment; performing routine preventive maintenance; testing biomedical equipment; checking and restocking medical supplies; and cleaning vehicle.
2. Transports all clients in need of medical care, including those with behavioral problems, alcoholics, felon and misdemeanor patients, to and from point-to-point sites within the City and County of San Francisco, and to and/or from authorized out-of-County sites.
3. Responds to trauma or medical emergencies; performs primary and secondary evaluation of the patient in order to assess condition; triages in major disasters; reports findings to appropriate personnel according to departmental policy.
4. Institutes emergency care and/or advance life support as outlined by the San Francisco County Emergency Medical Service Protocol and policies in order to stabilize the patient's condition, including such procedures as cardiopulmonary resuscitation, defibrillation, drug administration, invasive procedures and definitive therapy.
5. May be assigned duties in C-MED; receives and triages requests for ambulance service and dispatchs appropriate units; provides medical emergency information and referral via telephone where indicated; keeps Paramedic Supervisor informed of division incidents; coordinates multiple medical and disaster situations via radio and telephone as prescribed by protocol or as directed.
6. Performs related duties such as: maintaining accurate and timely documentation of activities and billing information; testifying in a court of law as required; providing public relations services to the community; orienting and assessing new paramedic personnel until judged capable of independent functioning.



CLASS TITLE: PARAMEDIC

CODE: 2532

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Requires thorough working knowledge and skills in current paramedic techniques in both field and hospital settings. Requires knowledge of an ambulance's mechanical equipment and routine preventative maintenance at a recognition (as opposed to diagnostic) level. Requires thorough knowledge of San Francisco geography.

Requires ability to: drive an ambulance at a level that meets departmental standards; communicate clearly and understandably in both written and conversational English, including over the telephone and radio; write legibly.

Certificates: The following current, valid certificates are required:

- 1) A San Francisco County EMT-Paramedic Certificate indicating completion of a course approved by the Health Officer of the City and County of San Francisco.
- 2) A DMV Ambulance Driver's Certificate issued by the State of California for positions required to drive an ambulance.

License: Must possess a current, valid California Driver's License.

ADOPTED: 6-21-82



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EMERGENCY MEDICAL SERVICES AGENCY SPECIALIST

CODE: 2533

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in developing, designing, coordinating, implementing and monitoring standards and policies for Emergency Medical Services System programs; functions as key liaison and consultant with all prehospital service providers, first responder, base hospital, hospital and communications agencies within the EMS system in the City and County of San Francisco; performs other duties as required.

DISTINGUISHING FEATURES:

This classification is assigned exclusively to the City and County of San Francisco Emergency Medical Services Agency and is responsible for assisting in the implementation of Emergency Medical Services System programs.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Assists in developing, designing, coordinating, implementing and monitoring standards, policies and services, and functions as key liaison concerning standards and policies for prehospital service providers, first responder, base hospital, hospital and communications agencies within the Emergency Medical System in the City and County of San Francisco.

2. Coordinates EMS System studies and audits.

3. Reviews and approves local training programs within established legislated standards; coordinates education and training programs, conferences, paramedic peer review, and ridealong and preceptor programs.

4. Coordinates the certification and local accreditation processes of prehospital personnel and assists the Medical Director in the certificate review process.

5. Develops and publishes the EMS newsletter and events calendar; coordinates medical disaster planning, supply and equipment standards, and the inspection and procurement processes; assists in special projects such as public awareness campaigns.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Thorough knowledge of current paramedic or nursing techniques in either the field or hospital setting; emergency medical services systems, pertinent laws, rules and regulations; user knowledge of computers and health care evaluation techniques.

Ability to assess and resolve problems in a complex, interdisciplinary setting; accurately extract, analyze, compile and interpret clinical and other information; prepare clear concise narratives, statistical and graphic reports; deal tactfully and effectively, using discretion and sound judgement with a variety of staff; direct subordinates in the performance of duties; communicate effectively both verbally and in writing.

CLASS TITLE: EMERGENCY MEDICAL SERVICES AGENCY SPECIALIST

CODE: 2533

QUALIFICATIONS: (Cont.)

Licenses: Possession of or eligibility for a current, valid certificate as a Registered Nurse by the State Board of Nursing Examiners or possession of or eligibility for a current valid Paramedic certificate (EMT-P) issued by the City and County of San Francisco, County Emergency Medical Services Office.

ADOPTED: 1-22-90

#4144c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PARAMEDIC SUPERVISOR

CODE: 2534

CHARACTERISTICS OF THE CLASS:

Under general direction of the Chief Paramedic, directs and supervises the activities of paramedics and other auxiliary personnel in an assigned area or may perform duties with specific clinical emphasis including monitoring, reviewing and assessing the clinical performance of paramedics; participates in education, counseling and quality assurance activities; investigates critical incidents and unusual occurrences; and performs related duties as required.

DISTINGUISHING FEATURES:

Paramedic Supervisors may be assigned responsibility for the direct supervision of staff in field operations, medical communications or administration on a rotating shift basis or may have primary responsibility for clinical review and assessment of paramedic performance in the field. The classification differs from that of the 2535 Chief, Paramedic Division in that the latter is responsible for all paramedic services, personnel, equipment and communication activities for the entire Paramedic Division. The classification differs from the 2532 Paramedic in that the Paramedic Supervisor is supervisory in nature or, when assigned specified clinical responsibilities, provides for the clinical review of paramedics' performance.

EXAMPLE OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. When assigned duties as a supervisor on a shift, directs and supervises paramedics and auxiliary personnel engaged in rendering patient care and support services in various assigned work areas; prepares work schedules, makes assignments, and evaluates work performance; responds to all multi-casualty incidents and serves as on-site medical coordinator with respect to triage and pre-hospital care; supervises the maintenance and repair of all Paramedic Division vehicles; supervises the resupply, maintenance and repair of ambulance equipment and supplies; and coordinates services in an assigned area with those of other departments.

2. When assigned duties with clinical emphasis, monitors and reviews clinical performance of paramedics, makes recommendations for remediation to the shift supervisor; participates in quality assurance activities, investigates critical incidents and unusual occurrences; participates in research studies and data collection; serves as a liaison to the community regarding clinical issues; participates and instructs in teaching activities, case reviews, and skills workshops.

3. Evaluates needs, prepares and coordinates presentation of in-service training in the areas or recertification, paramedic skills, new products and equipment orientations, new paramedic methods and other subjects as needed; investigates and studies treatments and developments in paramedic practices and techniques; evaluates their adaptability to the needs of the specific paramedic program; recommends developing, revising, and adopting improved techniques and methods.

EXAMPLE OF DUTIES: (continued)

4. Investigates accidents and complaints of patients and staff members; resolves difficulties or makes referrals to Chief Paramedic when necessary; interprets existing policies as related to pre-hospital care in specific areas; reports unusual occurrences to Chief Paramedic.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: A thorough working knowledge of and skills in current paramedic techniques in both the field and hospital settings as outlined by the California State legislation; patient care in a hospital setting; division-level communications capabilities; San Francisco's Emergency Medical Services System; basic management principles and supervisory techniques; clinical systems, supplies and equipment; methods of conducting studies and/or research projects.

Ability to: Supervise paramedic personnel; administer an assigned watch or area of the Paramedic Division; exercise sound judgement; quickly evaluate emergency situations; render prompt decisions; design and implement training programs to meet specific needs; instruct and train professional employees; communicate effectively both verbally and in writing.

LICENSES: Requires possession of a San Francisco County EMT-Paramedic Certificate; DMV Ambulance Driver's Certificate issued by the State of California; and a valid California Driver's License.

ADOPTED: 6/21/82

AMENDED: 11-20-89

#4131c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RESPIRATORY CARE PRACTITIONER

CODE: 2536

CHARACTERISTICS OF THE CLASS:

Under general supervision, administers respiratory treatment to patients with pulmonary disorders by means of inhalation therapy, physical therapy, and ventilatory assistance; maintains respiratory therapy equipment; assists with special procedures, such as intubation and tracheostomy tube changes; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is characterized by responsibility for performance of respiratory therapy including nebulized medication pressure treatments and other techniques as ordered by a physician in the treatment of adult patients with respiratory conditions, including those who require mechanical assistance. Positions in this class work under the technical and administrative supervision of a higher level respiratory care practitioner and/or a physician and are distinguished from the latter in that they perform a lesser range of respiratory care functions.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Measures respiratory function in patients by means such as spirometry, obtains arterial blood for blood gas calibration and analysis, obtains results of blood gas analysis, records results and notifies physicians of results.
2. Performs respiratory therapy procedures including breathing treatments, chest physical therapy, and induction of sputum; administers oxygen, humidity, and aerosol treatments as ordered by a physician; maintains respiratory support for patients during cardiopulmonary resuscitation.
3. Observes and evaluates patients' responses to respiratory treatments, maintains records of treatments and discusses same with professional staff, may make recommendations and assist nurses and physicians when problems associated with respiratory therapy occur.
4. Explains procedures and proper use of equipment to patients to dispel apprehensions which could reduce the effectiveness of the respiratory therapy.
5. Services and maintains equipment in sanitary condition.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

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CLASS TITLE: RESPIRATORY CARE PRACTITIONER

CODE: 2536

QUALIFICATIONS: (continued)

Knowledge, Abilities and Skills: Knowledge of: basic physiology pertaining to heart and lung functions; principles, methods and theory involved in the practice of respiratory therapy; use and care of respiratory equipment; techniques of administering medical gases and their effects on the human body; patient positioning techniques used to mobilize secretions; breathing instructions and supportive exercises.

Ability to: perform various respiratory therapy procedures safely; employ appropriate tests of pulmonary function; understand the patient's psychosocial needs; maintain records.

CERTIFICATION:

Requires possession of a valid certificate as a Respiratory Care Practitioner issued by the Respiratory Care Examining Committee of the State of California.

ADOPTED: 9/21/87

#2039M

CLASS TITLE: RESPIRATORY CARE PRACTITIONER II

CODE: 2537

CHARACTERISTICS OF THE CLASS:

Under general administrative direction and medical supervision, plans, organizes, administers, and evaluates the operation of the Respiratory Therapy Department at Laguna Honda Hospital; establishes and implements standards and procedures; selects, trains and supervises respiratory care practitioner personnel; participates in treatment of patients and provides technical consultations to other care providers; and performs related duties as required.

DISTINGUISHING FEATURES:

The Respiratory Care Practitioner II is distinguished from the Respiratory Care Practitioner I in that the Respiratory Care Practitioner II, in addition to performing respiratory therapy treatment, directs the work of the Respiratory Care Practitioners I and administers the Respiratory Therapy Department at Laguna Honda Hospital.

EXAMPLE OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Directs the Respiratory Therapy Department at Laguna Honda Hospital, including the management of the Blood Gas and Pulmonary Function Laboratory operations, and Respiratory Care Registry.

2. Selects, trains and supervises respiratory care practitioner personnel; conducts staff meetings and conferences.

3. Develops and implements quality assurance monitoring and evaluating activities for the Respiratory Therapy Department; in collaboration with the Medical Advisor, develops and updates respiratory care policies, procedures, and standards; consults with clinical staff on technical problems related to respiratory care; serves as representative of the Respiratory Therapy Department on the Laguna Honda Hospital Infection Control Committee.

4. Develops, implements and monitors the departmental budget for personnel, equipment and supplies.

5. Administers respiratory therapy treatments, including positive pressure breathing, chest PT, sputum induction, deep tracheal aspiration, endotracheal intubations, bedside spirometry, aerosol treatments, continuous aerosols, ventilatory support, and oxygen treatments; evaluates and documents patient's responses to treatments, records treatments provided; performs and reports blood gas analyses and pulmonary function test results, calibrates blood gas analyzers; cleans and maintains respiratory therapy equipment; provides technical support to Medical and Nursing Staff in use of respiratory therapy equipment and in administration of respiratory therapy treatments.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

QUALIFICATIONS: (continued)

Knowledges, Abilities and Skills: Knowledge of: management and supervisory techniques; budgeting and cost containment procedures; basic physiology pertaining to heart and lung functions; principles, methods and theories involved in the practice of respiratory therapy; use and care of respiratory equipment; techniques of administering medical gases and their effects on the human body; patient positioning techniques used to mobilize secretions; breathing instructions and supportive exercises.

Ability to: analyze and perform respiratory therapy procedures accurately and adopt strategies to improve practices; direct the work of a staff of respiratory care practitioners; establish and maintain effective working and administrative relationships with nursing staff, physicians, and other hospital personnel; prepare clear and comprehensive written reports, correspondence, and other documents; perform various respiratory therapy procedures safely; employ appropriate tests of pulmonary function; and understand the patient's psychosocial needs.

CERTIFICATION

Requires possession of a valid certificate as a Respiratory Care Practitioner issued by the Respiratory Care Examining Committee of the State of California.

ADOPTED: 12-3-90

#4199c

CHARACTERISTICS OF THE CLASS:

Under direction, administers group and individual audiometric tests in public and parochial schools; administers individual tests in health department clinic; and performs related duties as required.

Requires responsibility for: following prescribed standards and methods in administering and interpreting audiometric tests; preventing moderate losses through the proper handling and safeguarding of testing equipment; making regular contacts with school department personnel, parents and students, for the purpose of exchanging information or explaining procedures relative to audiometric testing and adequacy of equipment; compiling statistical data for important technical reports. Nature of work requires some physical effort and manual dexterity.

EXAMPLES OF DUTIES:

1. Administers various types of hearing tests to school children to determine hearing acuity; gives group screening tests to pupils of fourth grade level and above; retests all failures by means of individual tests; administers threshold tests to children sorted out by screening; records and plots graphs of all threshold tests.

2. Keeps statistics for each school, makes records for filing and for reporting to other agencies; prepares monthly and annual reports. Records and reports all children whose tests indicate a need for follow-up medical examination by an otologist.

3. Administers individual tests at the hearing center to physically handicapped children, mentally retarded children and those with behavior problems.

4. Visits school principals; discusses dates and facilities available; checks rooms suggested for seating area and noise level.

5. Transports equipment for testing from school to school; sterilizes instruments after use and repacks unit; takes equipment to ear center or to repair shop when necessary.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in audiometry.

Knowledge, Abilities and Skills: Requires good knowledge of: physiology of hearing and of diseases and injuries affecting hearing; the principles of correctional hearing treatment; the kinds of audiometric testing and their principles.

Requires ability and skill to: conduct accurate audiometric tests; work with young children and secure their cooperation; work cooperatively with teachers, nurses, and school administrators; plan and execute an effective test schedule; maintain routine statistical records.

License: Requires possession of a valid certificate in audiometry issued by the state department of public health, and possession of a valid health and development credential as school audiometrist issued by the state department of education.

CLASS TITLE: AUDIOMETRIST (continued)

CODE: 2538

PROMOTIVE LINES:

To: No normal line of promotion

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AUDIOLOGIST

CODE: 2540

CHARACTERISTICS OF THE CLASS:

Under general direction, provides diagnostic and rehabilitative audiological services to clients both within the medical facility and in the community; instructs medical personnel in appropriate audiological procedures; conducts research activities related to hearing and attendant disorders; supervises support personnel; prepares and maintains records and reports; maintains electroacoustic equipment and materials; and performs related duties as required.

DISTINGUISHING FEATURES:

The Audiologist is distinguished from Audiometrist in that the Audiometrist administers hearing tests to individuals or groups under the supervision of an Audiologist or Otolaryngologist and refers individuals to an Audiologist for interpretation of test results, counseling and treatment.

The Audiologist is distinguished from Speech Pathologist in that the Speech Pathologist specializes in diagnoses and treatment of speech and language problems. Although the Speech Pathologist may perform diagnostic audiometric evaluations, such evaluations are limited to pure tone air conduction audiometric testing in relation to the evaluation of speech or language disorders. Any other hearing testing or appraisal may only be conducted by a licensed Audiologist.

EXAMPLES OF DUTIES:

1. Provides diagnostic and rehabilitative audiological services to clients with audiological disorders by determining levels of hearing functions of clients both within the medical facility and in outside locations such as community, daycare, and geriatric facilities using electroacoustic instrumentation such as audiometers, impedance bridges and otoscopes; analyzing effects of social disabilities resulting from the hearing loss; assessing potential benefits from medical treatment, surgery and adaptive devices; and advising patients and families of findings.
2. Presents lectures and provides inservice educational seminars on audiological procedures and techniques to otolaryngology students, hospital personnel and community groups.
3. Conducts research activities related to hearing and attendant disorders; analyzes audiological data; and prepares studies for scientific publication.
4. Supervises audiology students enrolled in professional training programs and hospital medical personnel in audiological screening and identification procedures.
5. Prepares and maintains patients' audiological records and compiles monthly, quarterly, and annual statistical reports.
6. Orders and maintains electroacoustic equipment and supplies as required.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Requires the knowledge and abilities that enable the Audiologist to fulfill the expected competent performance requirements of the Speech Pathology and Audiology Examining Committee of the State of California, medical protocols, and the Department of Public Health.

License: Requires possession of a current, valid license as an Audiologist issued by the California State Speech Pathology and Audiology Examining Committee.

CLASS TITLE: SPEECH PATHOLOGIST

CHARACTERISTICS OF THE CLASS:

Under general direction, performs diagnostic evaluation and direct individual therapy for persons with speech and/or language disorders; performs audiometric evaluations; and performs related duties as required.

DISTINGUISHING FEATURES:

A Speech Pathologist is distinguished from other therapy classes by the specific services provided. An employee in this classification is responsible for the direction of therapy for patients with speech and/or language deficits, including aphasics, brain damaged, dysarthrics, laryngectomees, stutterers, and others with a disorder of speech. There is also responsibility for diagnostic audiometric evaluations and diagnosis and evaluation of speech or language deficits.

EXAMPLES OF DUTIES:

1. Diagnoses patients' speech and/or language disorders; evaluates the patients' degree of deficit; evaluates the candidates' potential for rehabilitation and prognosis for recovery.
2. Plans speech therapy programs designed for the specific type of speech or language disorders; conducts speech therapy with individual patients on an in-patient and out-patient basis; evaluates the patients' progress.
3. Confers and coordinates with doctors, nurses, social workers, occupational and physical therapists and other professionals concerned with the patients' rehabilitation in order to exchange information; prepares the patient for discharge through family consultation and referral to outside agencies.
4. Keeps medical records and prepares reports on treatments, progress, and results and prepares related forms, requests and reports.
5. Obtains and prepares various therapy materials and supplies, as required.
6. Performs audiometric evaluations; assists in the fitting of hearing aids; provides follow-up instruction in the use of the hearing aid.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of a Master's Degree with major emphasis in the field of speech pathology.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: principles, methods, equipment and basic theory of speech therapy in an institutional or clinical setting; anatomy and physiology of skeletal, muscular, neural and other physical structures as they relate to speech; pathologies and injuries which result in speech impairment; principles of psychology, especially as they relate to the application of speech therapy; child growth and development of children with speech defects.

CLASS TITLE: SPEECH PATHOLOGIST

CODE: 2542

MINIMUM QUALIFICATIONS: continued

Requires ability and skill to: Plan, organize, direct and develop a speech therapy program; instruct and supervise others in speech therapy work; understand and follow physician's prescriptions and other technical instructions involved; instruct and gain confidence and cooperation from patients; install appropriate attitudes toward speech rehabilitation; instructs families and others in the care and treatment of patients with speech defects.

License: Requires possession of a California State license issued by the Board of Medical Examiners for Speech Pathology; OR

Certificate Requirements: Requires possession of a current valid certificate in Clinical Competence issued by the American Speech and Hearing Association.

PROMOTIVE LINES:

TO: No normal lines of promotion

FROM: Original entrance examination

AMENDED: 3/1/76

CLASS TITLE: HANDICRAFT INSTRUCTOR

CODE: 2546

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, carries out a prescribed program of subprofessional occupational therapy activities in connection with the rehabilitation of patients or inmates at a hospital, convalescent or rest home; and performs related duties as required.

Requires normal responsibility for the performance of duties in accordance with detailed instructions and established procedures; continuing contacts with patients and some contact with volunteer workers.

EXAMPLES OF DUTIES:

1. Assists in instructing and training patients in various craft room or shop and handicraft activities such as woodworking, art work and painting of various objects, leather craft, metal craft, lapidary, tile mosaic, ceramic work and basket weaving.
2. Performs similar duties at patient's bedside; wheels cart containing handicraft materials, tools, etc. to patients on various wards; carries out instructions; trains and assists patients in performing various handicraft operations as prescribed by attending physicians.
3. May perform duties of orderly and other related duties as required or directed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by one year of experience in crafts instruction or similar work, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of the operation of various hand and power tools and light equipment, such as woodworking, jigsaw, planer, lapidary cutting and polishing equipment, potter's wheel, etc.

Requires skill and ability to work with patients in instructing and assisting them with various handicraft projects in a kind, congenial and helpful manner.

PROMOTIVE LINES:

To: No normal line of promotion.

From: Original entrance examination.



CLASS TITLE: OCCUPATIONAL THERAPIST

CODE: 2548

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in the treatment and rehabilitation of patients in hospitals and other institutions by providing them with directed occupational therapy activities according to prescriptions of attending physicians; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures; achieving minor economies and/or preventing minor losses through proper use and handling of equipment, materials and supplies; making regular contacts with patients and other employees; preparing simple routine records and reports of patient treatment and progress. Work involves some physical effort in standing, walking, bending and manual dexterity, with some minor exposure to accident or health hazards and some disagreeable elements.

EXAMPLES OF DUTIES:

1. Plans and administers occupational therapy treatment programs for patients as prescribed by physicians.
2. Conducts various performance tests with individual patients in the skills applied to activities of daily living; gives personal instruction and help in the areas of demonstrated deficiencies.
3. Constructs self-help equipment and hand splints to enable patients to perform normal skills and engage in therapeutic activities; assists patients in completing assigned projects such as leathercraft, weaving and sewing; instructs patients in self-feeding skills and transfer activities.
4. Assists patients to tilt table; straps them into position; adjusts their angle of standing to best suit their condition.
5. Requisitions equipment, materials and supplies to be used in occupational therapy activities as required.
6. Maintains individual patient charts indicating treatments, objectives and progress; prepares initial and periodic reports of progress.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in occupational therapy, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of modern occupational therapeutic principles and practices, including various applied arts and handicrafts.

Requires ability and skill to: Work with and inspire confidence of patients having a wide range of physical and mental handicaps; use various hand and power tools normal to the occupational therapist's duties; carry out a program of therapy to meet the needs of individual patients

License or Certificate Requirements: Requires registration as an occupational therapist.

PROMOTIVE LINES:

To : Senior Occupational Therapist

From: Original Entrance Examination



CHARACTERISTICS OF THE CLASS:

Under supervision, supervises and participates in the treatment and rehabilitation of patients in hospitals and other institutions by providing them with directed activities; assigns activities according to prescriptions of physicians; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing occupational therapy methods and procedures; achieving economies and/or preventing losses through enforcing the proper and efficient handling of equipment, materials and supplies; making routine contacts with employees, nurses, physicians and individual patients; making, gathering and reviewing simple records and reports of time and work accomplished and patient treatment and progress. Nature of position requires sustained physical effort including standing, walking, bending and manual dexterity, with some exposure to illness, accident and health hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises a number of occupational therapists and students-in-training in treating patients with occupational therapy as prescribed by referring physicians; interprets departmental policies, rules and regulations to subordinate employees; assigns duties; checks and evaluates work performance.

2. Plans treatment programs for each referred patient; evaluates capabilities; supervises and participates and carries out treatments.

3. Supervises and participates in the testing and training of patients to feed themselves, to get in and out of bed and to perform other activities normal to daily living.

4. Operates tilt tables; straps patients to them and determines proper angle and duration of time that each patient can tolerate; makes self-care devices such as feeding utensils and hand splints.

5. Supervises and participates in initiating handicraft projects such as leatherwork, sewing and woodwork; assists patients in completing such projects.

6. Prepares annual budgetary needs for personal services, equipment, materials and supplies; prepares quarterly and annual reports as to case treatment load and patient progress; replenishes department equipment, materials and supplies as needed.

7. Attends clinics and conferences pertaining to treatment of patients; confers with physicians and others concerned on treatment plans and required changes; plans recreational activities for patients.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in occupational therapy.

Requires at least two years of clinical working experience, including demonstrated supervisory ability, or an equivalent combination of training and experience.

CLASS TITLE: SENIOR OCCUPATIONAL THERAPIST (continued) CODE: 2550

Knowledge, Abilities and Skills: Requires thorough working knowledge of modern occupational therapeutic principles and practices, including various applied arts and handicrafts.

Requires ability and skill to: plan, organize, supervise and inspect work of subordinates; work with and inspire confidence of patients with a wide range of physical and mental handicaps; use the various hand and power tools normal to the occupational therapist's duties; carry out and plan a program of therapy to meet the needs of individual patients.

License or Certificate Requirements: Requires registration as an occupational therapist.

PROMOTIVE LINES.

To: No normal line of promotion.

From: Occupational Therapist

**CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES**

2551 MENTAL HEALTH TREATMENT SPECIALIST

Definition:

Under general supervision, implements treatment for mentally ill patients in the areas of self care, productive and leisure activities; assists with data collection and evaluation of patient functional skills; adapts treatment environment to patient needs; supervises health workers and volunteers.

Distinguishing Features:

The Mental Health Treatment Specialist is distinguish from class 2555 Physical Therapy Assistant in that the Mental Health Treatment Specialist provides therapeutic treatment in self care and productive and leisure activities including occupational therapy and recreational and creative art therapy. Whereas, the Physical Therapy Assistant administers assigned physical therapy.

Supervision Exercised:

Supervises health workers and volunteers in the implementation of treatment plans for patients.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Develops, implements and coordinates treatment goals and planS in collaboration with the Clinical Supervisor.
2. Plans and participates in group and individual activities.
3. Adapts treatment, environment, tools, materials, and activities according to patient individual needs.
4. Assists with data collection and evaluation patient functional skills in self care, productive and leisure activities.
5. Maintains treatment areas, equipment and supplies.
6. Maintains records and documentation.
7. Supervises health workers and volunteers.
8. Performs related duties as assigned.

2551 MENTAL HEALTH TREATMENT SPECIALIST

Job Related and Essential Qualifications:

Knowledge of: occupational and/or recreational therapy principles, practices and techniques; group dynamics; mental and emotional disabilities and diseases; health and safety standards; standard assessment tools and methods. **Ability to:** apply or utilize occupational and/or recreational therapy principles, practices and techniques; use group dynamics; implement appropriate treatment plans; communicate effectively orally and in writing; work with others; use standard assessment tools and methods.

Experience and Training Guidelines:

Experience: Six months experience as a therapy assistant working with mentally ill patients.

Training: Baccalaureate degree in occupational, recreational, art or music therapy or a related degree from an accredited college.

Certificate: An occupational therapy assistant certificate from an accredited college may be substituted for the required education.

ADOPTED: 8/5/96

REASON FOR CREATION OF A NEW CLASS:

There is no existing class that adequately describes the essential functions of this class.

(RETITLED AND AMENDED)

SAN FRANCISCO CIVIL SERVICE COMMISSION
151 City Hall

CLASS TITLE: DIRECTOR OF ACTIVITY THERAPY AND VOLUNTEER SERVICES

CODE: 2552

CHARACTERISTICS OF THE CLASS:

Under general direction, develops, supervises and participates in a program of activity therapy and volunteer services concerned with the treatment, care and rehabilitation of residents and patients of a public health facility; orients and trains volunteer workers and supervises their activities; trains and supervises regularly assigned personnel; and performs related duties as required.

Requires major responsibility for: Developing, coordinating, originating and executing policies, methods and procedures for the overall administration of recreational activities and volunteer services; achieving considerable economies and/or preventing considerable losses through the efficient organization and administration of a number of activities and services which directly and indirectly amount to a large sum; making continuing contacts with other departments, employees and representatives of civic and volunteer organizations and groups involving discussions, explanation, and interpretation of all recreational activities and volunteer services in order to obtain their cooperation and assistance; gathering and compiling information, operating data, and records of activities and services, and clinical notes and records.

EXAMPLES OF DUTIES:

1. Plans, coordinates, supervises and participates in an activity therapy program for an assigned public health unit, including musical or dramatic presentations, field trips, athletics, parties and dances, special events and tours.
2. Recruits, orients, trains, assigns, and supervises volunteer workers assisting in activity therapy activities; supervises staff assigned to the activity therapy program.
3. Cooperates with various community, civic and welfare agencies engaged in performing work in the related fields of recreational volunteer activities; develops and maintains high level public relations with such groups; interprets and explains therapy program rules and regulations.
4. May participate in staff conferences for patient evaluation, contributing observations on patients' attitudes, social adjustment, and general progress.
5. Organizes, supervises and assists in the maintenance of records and reports of various types of activities; prepares rough budget for needs of activity therapy program.
6. Coordinates activity therapy and volunteer programs with those of other public health units.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in recreation or recreation therapy or occupational therapy, preferably including or supplemented by courses in adult recreation and/or social welfare.

Requires at least two years of increasingly responsible experience in a program of activity therapy or adult recreation in a medical setting; or an equivalent combination of training and experience.

MINIMUM QUALIFICATIONS: Continued

Knowledge, Abilities and Skills: Requires a thorough working knowledge of: Principles and techniques of group and individual activities as applied to mental and/or physical rehabilitation programs; public contact work as applicable to the organization and direction of community agencies and civic groups; community services and resources.

Requires exceptional skill, tact and ability to: Solicit, organize and supervise programs for recreational activities and volunteer services as applied to residents and patients of a public health facility.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination

AMENDED: May 26, 1969

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF VOLUNTEER SERVICES, DOCUMENTS DEPT. CODE: 2553
LAGUNA HONDA HOSPITAL

MAY 18 1989

CHARACTERISTICS OF THE CLASS:

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Under general direction, plans, develops, implements and monitors the volunteer services program at Laguna Honda Hospital, a large acute and skilled nursing facility which provides treatment and rehabilitation to predominantly frail, elderly patients; selects, trains, and evaluates volunteer and regularly assigned paraprofessional staff; plans and coordinates major recruitment and information programs; manages the departmental budget; provides liaison and staff support to the Board of Directors of the volunteer auxiliary; and performs related duties as required.

DISTINGUISHING FEATURES:

The Director of Volunteer Services is responsible for providing direction and coordination for all volunteer services at Laguna Honda Hospital and has accountability for all program activities and volunteers. This one-position class is distinguished from Director of Activity, Therapy and Volunteer Services in that the latter is primarily responsible for the implementation of an activity program of more limited scope within a discrete setting such as health center or psychiatric unit. The position is also distinguished from the lower level Health Worker IV, Activity Leader in that the latter functions under closer professional supervision and typically supervises a much smaller staff of paraprofessionals and/or volunteers engaged in activities of a component of a larger program.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Develops and implements goals, objectives, policies and procedures for the department in compliance with local, state and federal laws and institutional policies; evaluates existing services and needs; and plans, develops, and promotes new volunteer programs.

2. Recruits, selects, orients, trains and evaluates directly, and through subordinates, paraprofessional supervisory staff; regularly assigned volunteer staff; community groups and individuals providing volunteer services; and clerical support personnel.

3. Prepares and manages the departmental budget for personnel, equipment and supplies; monitors auxiliary funding including non-city funded capital improvement projects related to volunteer programs.

4. Initiates and develops cooperative and liaison relationships with administrative and departmental staff to ensure effective utilization of volunteer resources throughout the facility; educates hospital personnel, medical staff, and patients regarding volunteer programs; provides liaison and staff services to the volunteer auxiliary; represents the volunteer program on various committees and interacts with agencies and community organizations.

5. Develops, coordinates, and implements major recruitment and information programs and events; prepares proposals and solicits services from a variety of agencies, such as foundations and performing arts groups.

6. Prepares and maintains records and reports, including personnel records and statistical reports on program activities.

CLASS TITLE: DIRECTOR OF VOLUNTEER SERVICES,
LAGUNA HONDA HOSPITAL

CODE: 2553

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: legal implications of volunteer services within a skilled nursing facility; knowledge and understanding of the rehabilitative process.

Ability to: plan and direct the activities of the volunteer services department; establish effective working relationships with a variety of staff, community groups, and individuals; prepare and evaluate records and reports.

ADOPTED: 4/3/89

#4075c

CLASS TITLE: THERAPY AIDE

CODE: 2554

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, assists Occupational and Physical Therapists in administering treatment as prescribed; sets up, cleans and maintains therapy equipment and treatment area; observes patients and reports any unusual condition or behavior to therapist; makes routine contacts with other employees, individual patients, nurses and physicians; prepares simple records; and performs related duties as required.

DISTINGUISHING FEATURES:

As a member of the health care team, the Therapy Aide assists the Registered Occupational and/or Physical Therapists in routine and repetitive therapy activities, following established techniques, methods and procedures. Incumbents administer a variety of routine, non-professional therapeutic procedures in the care of acutely ill or rehabilitative patients.

Positions in this class are distinguished from the next higher classes of Physical Therapy Assistant, Physical Therapist and Occupational Therapist in that employees in these latter classes perform more complex and difficult therapeutic procedures with a greater latitude for independent judgment and require State licensure or certification.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7).

1. Accompanies or transports patients to and from the therapeutic units; assists in lifting and positioning patients for treatment.
2. Assists thereapists in preparing patients for treatment involving the use of therapeutic equipment such as whirlpool, baths, infra-red and ultra violet lamps and administering less difficult treatments as prescribed; assists patients with routine therapeutic activities as directed by the therapist, including gait training, use of walkers, crutches and canes, and performance of tasks of daily living such as dressing, eating or grooming.
3. Observes patients during their treatment and reports any unusual and/or adverse changes in the patients' conditions to therapist or health care team members.
4. Cleans, disinfects, and maintains equipment and prepares treatment area for patient care; assists in assembling therapeutic devices such as splints and crutches.
5. Prepares and maintains routine records and charts of patients' treatments provided by therapy aide; monitors equipment, linen, and supply inventories.

DOCUMENTS DEPT.

MAR 12 1987

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QUALIFICATIONS:

"The examination announcement shall provide the qualifications and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply". (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of proper methods of lifting and moving patients.

Ability and skill to effectively work with disabled individual patients and groups; follow oral and written instructions; comply with common hospital safety practices and procedures; and learn to administer simple therapeutic procedures under the direction of a therapist.

AMENDED: 1-26-87

#0154b

CLASS TITLE: PHYSICAL THERAPIST ASSISTANT

CODE: 2555

CHARACTERISTICS OF THE CLASS:

Under supervision and as prescribed by referring physicians or registered physical therapists, administers assigned physical therapy treatments and teaches functional mobility skills to patients; adjusts assistive devices and fabricates splints; assesses and reports on patients' progress in attaining maximal function; and performs related duties as required.

DISTINGUISHING FEATURES:

As a member of the health care team, the Physical Therapist Assistant performs delegated treatment procedures under the guidance of a registered Physical Therapist.

Positions in this class are distinguished from the next higher class of Physical Therapist in that positions in the latter class perform more complex and difficult therapeutic procedures with a greater latitude of independent judgment and require State licensure. This position is distinguished from the next lower class of Therapy Aide in that the latter is responsible for routine and repetitive therapy activities.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Administers assigned physical therapy treatment to patients including therapeutic exercise, massage, coordination, gait training, transfer training and endurance training; adjusts and fabricates assistive devices.
2. Applies treatment modalities such as ultrasound, electrical stimulation, paraffin, traction, hot/cold packs and whirlpools to patients.
3. Trains patients in functional activities, such as wheelchair mobility and various transfer techniques; instructs patients and their families in the proper procedures and techniques included in the home program.
4. Monitors patient progress and administers appropriate treatment accordingly; reports to supervising physical therapists any significant changes.
5. Schedules patients for treatments; maintains accurate records of physical therapy treatments performed.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Good working knowledge of: current physical therapy treatment methods including a wide range of therapeutic exercises; indications and contra-indications of treatment; various types of walkers, canes, and crutches; basic knowledge of pathology, anatomy and kinesiology.

DOCUMENTS DEPT.

JUN 4 1987

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CLASS TITLE: PHYSICAL THERAPIST ASSISTANT

CODE: 2555

QUALIFICATIONS: (Cont.)

Ability to: exercise judgment in the use of therapeutic exercise suitable to individual patient; recognize unusual conditions or behaviors of individual patients and report same to registered physical therapist; lift and transfer patients; stand for prolonged periods; plan and organize work; communicate both verbally and in writing.

License/Certification: Requires possession of a valid Certificate of Approval as a Physical Therapist Assistant issued by the California State Board of Medical Examiners.

ADOPTED: 5/18/87

#0094m

CHARACTERISTICS OF THE CLASS:

Under supervision, administers physical therapy treatments as prescribed by referring physicians; observes any physical changes in patients and reports to physicians and others concerned; instructs physical therapy aides in assisting with simple therapy treatments; and performs related duties as required.

Requires normal responsibility for: following established physical therapy techniques, methods and procedures; achieving minor economies and/or preventing minor losses through proper handling of equipment, materials and supplies; making routine contacts with other employees, individual patients, nurses and physicians. Nature of position requires sustained physical effort and manual dexterity involving continuous light work and occasional heavy work in administering physical therapy treatments, with some exposure to illness and accident hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Administers physical therapy treatments according to physicians' prescriptions including therapeutic exercises, manual reduction, manual muscle testing, gait training and massage.

2. Uses and applies various physical means of treatment of diseases or injuries including dry and moist heat, massage, light, water and electricity; observes precautions for the safe and efficient application of all methods.

3. Checks and observes adverse changes in conditions of patients; reports unusual signs and symptoms to medical or nursing staff.

4. Instructs student vocational nurses and non-professional personnel in elementary physical therapy procedures and techniques.

5. Instructs and treats patients in self-care activities and exercises; also in correct gait patterns with such supports as may be necessary including parallel bars, walkers, crutches and canes.

6. Where indicated, applies sterile dressings following treatments and exercises, including ace bandages, splints and braces; assists in preparing patients for examination; reports patients' progress to physician.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of an approved school of physical therapy; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of the theory and application of physical therapy rehabilitation methods and treatments.

Requires natural interest, ability and skill to work with incapacitated individual patients and groups.

License or Certificate Requirements: Requires registration as a physical therapist with the state board of medical examiners.

CLASS TITLE: PHYSICAL THERAPIST (Continued)

CODE: 2556

PROMOTIVE LINES:

To: Senior Physical Therapist

From: Original entrance examination

SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: DIRECTOR OF THERAPEUTIC ACTIVITIES, LHH

CODE: 2557

DEFINITION:

Under general administrative direction, directs the inpatient programs of the Activity Therapy Department and Volunteer Services of Laguna Honda Hospital, a large acute and skilled nursing facility which provides treatment and rehabilitation to predominantly frail, elderly patients; ensures that programs meet established standards; supervises and trains subordinate personnel; coordinates departmental activities with those of other hospital departments; functions as departmental liaison and representative; manages the department's budget; and performs related duties as required.

DISTINGUISHING FEATURES:

The 2557 Director of Therapeutic Activities reports to the Director of Nursing Services, Laguna Honda Hospital, and functions as the head of the Activity Therapy Department and Volunteer Services which provide social, creative, educational, recreational, physical activities and volunteer services to patients in a skilled nursing facility. This classification differs from other therapist classifications such as occupational or physical therapy, in that the therapies provided by those classes have the restorative goals of correcting or remedying a disability. This classification also differs from that of the 2552 Director of Activity Therapy and Volunteer Services in that positions in that class are not departmental administrators but work directly with small groups of patients, usually in a mental health setting.

SUPERVISION EXERCISED: Supervises staff of activity leaders and others.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans, initiates, directs, and evaluates programs, policies and procedures to ensure that the Department of Activity Therapy and Volunteer Services is in compliance with standards established by hospital administration, funding and accrediting agencies.
2. Selects, trains, supervises, and evaluates a staff of activity leaders, supervisors, community groups and individuals providing volunteer services, clerical staff, including clinical development of appropriate staff through continual training.
3. Coordinates with personnel in other hospital departments in order to maximize use of the services of the Activity Therapy Department and Volunteer Services; provides interdepartmental training and serves as a member of hospital standing committees; promotes new volunteer programs; provides liaison and staff services to the volunteer auxiliary.
4. Represents the Department before a variety of agencies, including regulatory and accrediting agencies engaged in inspections and site visits; acts as a liaison to a variety of outside organizations and individuals.
5. Prepares and manages the departmental budget; prepares and maintains records and reports; prepares analyses of data related to departmental operations.
6. Develops, coordinates, and implements major recruitment and information programs and events; prepares proposals and solicits services from a variety of agencies, such as foundations and performing arts groups.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: the entire range of activity therapy programs in skilled nursing facilities; program and administrative standards of funding and accrediting agencies; the rehabilitative process involving frail, elderly patients; legal implications of volunteer services within a skilled nursing facility.

Ability and skill in: supervising and training staff; developing and evaluating activity therapy programs and volunteer services programs; coordinating services with hospital staff and outside agencies; analyzing program data, preparing and maintaining budgets and other administrative records and reports.

EXPERIENCE AND TRAINING GUIDELINES:

Experience: Requires four years of management/supervisory experience in a health care setting or non-profit service organization. **Substitution:** A Master's Degree from an accredited college or university in Gerontology, Therapeutic Activities (including Art, Dance, Music and Recreation), Non-profit management or closely related field may be substituted for two years of the management experience requirement. Management experience gained in organizations providing services with a geriatric focus is desirable but not a minimum requirement.

License: None required.

ADOPTED: 4/10/96

REASON FOR CREATION OF A NEW CLASS: The essential functions of classes 2559 & 2553 have been consolidated into a new class 2557 Director of Therapeutic Activities, LHH. Abolish classes: 2559 Director of Activity Therapy, LHH and 2553 Director of Volunteer Services, LHH.

CHARACTERISTICS OF THE CLASS:

Under general supervision, directs and participates in administering physical therapy treatments as prescribed by referring physicians; observes any physical changes in patients and reports to physicians and others concerned; instructs physical therapists and aides in administering physical therapy treatments; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing policies and physical therapy techniques, methods and procedures; achieving moderate economies and/or preventing moderate losses through enforcing the proper handling of equipment, materials and supplies; making regular contacts with employees and patients, nurses and physicians and occasionally with outside organizations and representatives. Nature of duties involves sustained physical effort and occasional heavy work and considerable manual dexterity with some exposure to illness and accident hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises a number of physical therapists and students-in-training in administering physical therapy treatments as prescribed by referring physicians; interprets departmental policies, rules and regulations to subordinate employees; assigns duties; checks and evaluates work performance.

2. Plans treatment programs for each referred patient; supervises and participates and carries out treatments.

3. Supervises and administers physical therapy treatments according to physicians' prescriptions, including therapeutic exercises, muscle re-education, manual muscle testing, gait training, massage, electrotherapy, hydrotherapy, light and other therapy.

4. Instructs student vocational nurses, students-in-training and auxiliary personnel in elementary physical therapy rehabilitation procedures and techniques.

5. Instructs and treats patients in self-care activities and exercises; also in correct gait patterns with such supports as may be necessary including parallel bars, walkers, crutches and canes.

6. Cooperates with occupational therapists and personnel of other departments in endeavoring to achieve maximum rehabilitation of patients; schedules patients for consultation with physician specialists; assists in preparing patients for examination; reports history treatment and progress to physicians.

7. Attends meetings of department heads; interprets administrative orders to staff personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of an approved school of physical therapy.

Requires two years of experience in applying physical therapy rehabilitation techniques, including demonstrated supervisory ability; or an equivalent combination of training and experience.

CLASS TITLE: SENIOR PHYSICAL THERAPIST (Continued)

CODE: 2558

Knowledge, Abilities and Skills: Requires thorough working knowledge of the theory and application of physical therapy rehabilitation methods and treatments.

Requires natural interest, ability and skill to work with incapacitated individual patients and groups, and to instruct, train and supervise subordinates.

License or Certificate Requirements: Requires registration as a physical therapist with the state board of medical examiners.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Physical Therapist

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CLASS TITLE: DIRECTOR OF ACTIVITY THERAPY, LAGUNA HONDA HOSPITAL CODE: 2559

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the inpatient programs of the Activity Therapy Department of Laguna Honda Hospital, a large acute and skilled nursing facility which provides treatment and rehabilitation to predominantly frail, elderly patients; ensures that activity programs meet established standards; supervises and trains subordinate personnel; coordinates departmental activities with those of other hospital departments; functions as departmental liaison and representative; manages the department's budget; and performs related duties as required.

DISTINGUISHING FEATURES:

The Director of Activity Therapy functions as the head of a department which provides social, creative, educational, recreational, and physical activities to patients in a skilled nursing facility. The classification differs from other therapist classifications such as occupational or physical therapy, in that the therapies provided by those classes have the restorative goals of correcting or remedying a disability.

This single-position classification also differs from that of the 2552 Director of Activity Therapy and Volunteer Services in that positions in that class are not departmental administrators but work directly with small groups of patients, usually in a mental health setting.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, initiates, directs and evaluates programs, policies and procedures to ensure that the Department of Activity Therapy is in compliance with standards established by funding and accrediting agencies; prepares analyses of required data and represents the Department during inspections by these agencies.

2. Exercises responsibility for personnel management and line supervision of a staff of activity leaders, supervisors and clerical staff, including clinical development of that staff through continual training.

3. Coordinates with personnel in other hospital departments in order to maximize use of the services of the Activity Therapy Department; provides interdepartmental training and serves as a member of hospital standing committees.

4. Acts as a liaison to a variety of outside organizations and individuals, including volunteers.

5. Prepares and manages the departmental budget; prepares and maintains records and reports.

CLASS TITLE: DIRECTOR OF ACTIVITY THERAPY, LAGUNA HONDA HOSPITAL CODE: 2559

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...applicants must be guided solely by the announcement of the examination for which they apply." (CS Rule 9)

Knowledges, Abilities and Skills: Thorough knowledge of: the entire range of activity therapy programs in skilled nursing facilities; program and administrative standards of funding and accrediting agencies; the rehabilitative process involving frail, elderly patients.

Ability and skill in: supervising and training staff; developing and evaluating activity therapy programs; coordinating services with hospital staff and outside agencies; analyzing program data, preparing and maintaining budgets and other administrative records and reports.

ADOPTED: 3/6/89

#4046c

MAR 1 1989

SAN FRANCISCO CIVIL SERVICE COMMISSION

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CODE: 2560

CLASS TITLE: REHABILITATION COORDINATOR

Under general direction, plans, organizes, directs, and evaluates staff in the operation of inpatient and outpatient rehabilitation services including physical therapy, occupational therapy and speech and language pathology programs; in consultation with the medical director, develops, implements and evaluates rehabilitation unit policies, procedures and guidelines to ensure cost effective delivery of services; achieves quality patient care in compliance with hospital standards and federal, state and local legislation; prepares annual budget and monitors expenditures; participates in various meetings and committees; and performs related duties as required.

DISTINGUISHING FEATURES:

The 2560 Rehabilitation Coordinator directs rehabilitation services and is responsible for planning, organizing, directing and evaluating staff in physical therapy, occupational therapy and speech and language pathology programs. It is distinguished from the lower level classes of 2558 Senior Physical Therapist and 2550 Senior Occupational Therapist by the direction of the activities of employees in the latter classes and responsibility for planning and policy direction for an entire rehabilitation unit.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Directs, implements and evaluates both inpatient and outpatient rehabilitation activities, including physical therapy, occupational therapy and speech and language pathology programs.
2. Selects, trains and evaluates professional and ancillary staff including senior physical and occupational therapists, physical and occupational therapists and assistants and aides, speech and language pathologist, and clerical staff.
3. Consults and coordinates with therapists and medical personnel regarding procedures and problems and recommends treatment as necessary
4. Develops, implements and evaluates rehabilitation unit policies, procedures and guidelines to ensure cost effective delivery of services and achieve quality patient care in compliance with hospital standards and federal, state and local legislation; monitors quality assurance programs; prepares various reports.
5. Develops, implements and monitors the annual budget for personnel, equipment and supplies; monitors staff performance.
6. Develops and maintains ongoing in-service education for staff; determines appropriate continuing education.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications and other particulars...applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Comprehensive knowledge of: theory, principles and practices of current rehabilitation techniques including physical and occupational treatment methods, such as exercises, manual muscle testing, range of motion, electro-therapy, hydrotherapy and sterile techniques; indications and contra-indications for treatment; pathology, anatomy and kinesiology; various types of walkers, crutches, and prosthetic devices.

Ability to: plan and direct the work of subordinate staff; effectively communicate both orally and in writing; formulate and revise unit policies and procedures; understand and interpret physicians' orders; and establish and maintain effective working relationships with medical staff, hospital administrators, therapists and the community.

License: Requires registration as either a Physical Therapist, Occupational Therapist or Speech Therapist licensed by the California State Board of Medical Examiners.

ADOPTED: 12-5-88

#4029c

CLASS TITLE: OPTOMETRIST

CODE: 2561

CHARACTERISTICS OF THE CLASS

Under general supervision, as a member of the eye service team, provides professional optometric services for clinic patients; examines eyes for defects and faults of refraction; prescribes corrective lenses or exercises; consults with and makes referrals to medical staff; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is the full professional level of Optometrist; employees are certified by the State Board of Optometry, and performs the full range of optometric services.

EXAMPLES OF DUTIES:

1. Screens patients with ocular complaints in the Eye Clinic, referring those with eye pathologies to the medical staff.
2. Performs eye refraction examinations, using special equipment as required, and makes diagnosis.
3. Prescribes and fits corrective vision aids including contact lenses.
4. Prescribes and instructs patients in visual training and orthoptic exercises.
5. Consults with other members of the eye service team as needed.
6. Prepares routine case reports of examination findings, diagnosis and recommendations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a curriculum of optometry approved by the California State Board of Optometry, and 2 years clinical experience in optometry.

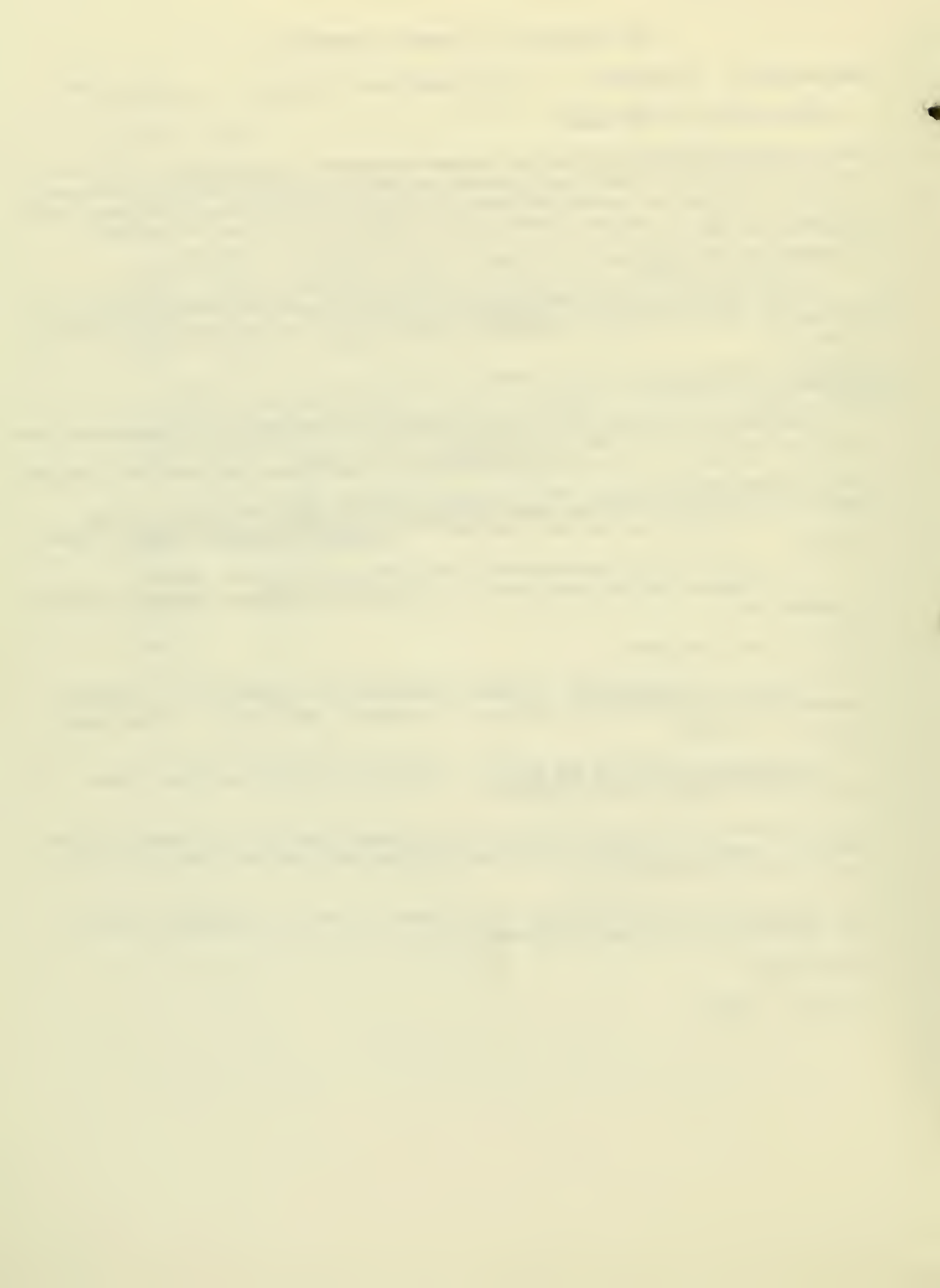
Knowledge, Abilities and Skills: Requires a thorough knowledge of the principles and procedures of optometry.

Requires the skill and ability to apply modern methods of optometry, to use the full range of optometric instruments and work with patients from a variety of social and ethnic backgrounds.

License: Requires possession of a license to practice optometry issued by the California State Board of Optometry.

(NEW CLASS)

ADOPTED: 8/18/75



CHARACTERISTICS OF THE CLASS:

Under general direction, reviews and makes recommendations on requests for authorizations for chiropractic treatment of patients under the public assistance medical care programs; and performs related duties as required.

Requires responsibility for: developing, coordinating, and executing policies, methods and procedures within the chiropractic consultant field; achieving considerable economies and/or preventing considerable losses through judicious consideration and authorization of chiropractic services in the treatment of patients under public assistance programs; making contacts with individual patients, physicians, nurses and auxiliary personnel; preparing, checking and reviewing important, detailed, complex, medical and technical records and reports. Nature of duties requires sustained physical effort involving light work, manual skill and dexterity, with some exposure to accident and health hazards and disagreeable elements inherent in the specialized field.

EXAMPLES OF DUTIES:

1. Reviews and authorizes all requests for chiropractic treatments; advises on treatments to be given by individual chiropractors.
2. Supervises patients' dietary requirements; examines and passes upon requests for physical examinations, including related laboratory tests and X-ray examinations.
3. Consults with chiropractors, as necessary, to explain and clarify treatments authorized or refused.
4. Consults with welfare department administrative and supervisory personnel regarding existing policies, methods and procedures; makes changes and corrections, as necessary.
5. Confers and cooperates with the accounting division concerning questionable payments and other financial matters effecting patients' treatments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from a recognized chiropractic college.

Requires at least five years of professional experience as a practicing chiropractor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires highly professional knowledge and skill in the chiropractic field and the ability and skill to make expert diagnosis, interpretations and recommendations on a consultative level.

License or Certificate Requirements: Requires possession of a license as a chiropractor issued by the state board of chiropractic examiners.

PROMOTIVE LINES:

No normal line of promotion - class exempt from examination.



CLASS TITLE: PODIATRIST

CODE: 2564

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises and participates in administering treatments to patients suffering from affections and disorders of the feet; supervises advanced chiropody students in administering treatments; and performs related duties as required.

Requires responsibility for: carrying out and interpreting existing policies and procedures; making responsible contacts with patients, physicians, nursing and auxiliary personnel, maintaining podiatric treatment records of patients and preparing related reports.

EXAMPLES OF DUTIES:

1. Supervises treatment of patients for feet disorders in clinic where treatment is administered by advanced students of chiropody.

2. Personally treats special and difficult cases involving feet affections and disorders; refers patients to other departments for treatment when necessary.

3. Assigns and processes treatment record cards of patients; maintains completed case files.

4. Recommends advanced podiatry students for appointment as podiatry externs; assumes responsibility for the activities of students while in training.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a recognized college of chiropody.

Requires at least two years of experience in the field of podiatry; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires extensive professional knowledge of podiatry and its application to the treatment of a wide variety of foot affections and disorders.

Requires skill and ability to coordinate activities and efforts with podiatry students, nursing and auxiliary personnel and to understand and accept the needs of indigent patients.

License: Requires possession of a certificate to practice chiropody issued by the state board of medical examiners.

PROMOTIVE LINES:

No normal line of promotion - class exempt from examination.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ACUPUNCTURIST

CODE: 2565

CHARACTERISTICS OF THE CLASS:

Under general supervision, evaluates and treats clients using acupuncture therapy techniques; collaborates and consults with staff of a multi-disciplinary health team; provides information, education and publicity regarding services; and performs related duties as required.

DISTINGUISHING FEATURES:

An acupuncturist performs acupuncture therapy by selecting appropriate meridian points and needles and inserting the needles into the designated points of the skin; acupressure, moxibustion, magnetotherapy and other related techniques may also be used. The treatment stimulates or disperses the energy of the meridian for the purpose of effecting functional modifications of the patient's physical or emotional condition. The classification differs from those in the 2220 Physician or 2230 Physician Specialist series in that acupuncture is the only treatment modality employed and that possession of a license to practice medicine issued by the California Board of Medical Examiners is not required.

EXAMPLES OF DUTIES:

1. Performs intake evaluation of clients for acupuncture treatment; develops treatment plans; provides acupuncture treatment to clients; keeps charts of treatments and discharges patients from treatment.
2. As a member of a multi-disciplinary health team, collaborates with other staff in working with clients; engages in mutual consultation with staff physicians regarding medical and psychiatric issues; provides inservice training to staff regarding cases appropriate for acupuncture referral; participates in staff and intake meetings.
3. Performs related duties including counseling of clients and maintenance of records for services rendered; providing information, education and publicity to the public regarding acupuncture services; maintaining acupuncture equipment and inventory of supplies.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Requires the knowledges, abilities and skills that enable the acupuncturist to obtain certification to practice acupuncture as required by the California State Board of Medical Quality Assurance Division of the Allied Health Professions. May require bilingual and biliterate ability in Cantonese.

Certificate: Requires possession of a current, valid certificate to practice acupuncture issued by the California State Board of Medical Quality Assurance Division of the Allied Health Professions.

ADOPTED: Oct. 3, 1983



CHARACTERISTICS OF THE CLASS:

Under general supervision, plans individual counseling needs for the rehabilitation of hospital patients; assists in defining and implementing rehabilitation objectives, plans and programs; and performs related duties as required.

Requires responsibility for: carrying out existing methods and procedures applicable to the patient rehabilitation program; achieving moderate economies and/or preventing moderate losses through proper handling of equipment, materials and supplies; making contacts with medical, social service and nursing staffs as well as with representatives of outside agencies; maintaining and periodically reviewing important detailed and specialized medical records and reports of individual patients. Nature of duties involves normal physical effort and manual dexterity with some exposure to health hazards and disagreeable elements inherent in the rehabilitation program.

EXAMPLES OF DUTIES:

1. Performs rehabilitation counseling of hospital patients; screens intake patients to determine personal history and background; evaluates information as an aid to formulating rehabilitation objectives.
2. Administers and evaluates various interest and aptitude tests; assists developing appropriate rehabilitation procedures in cooperation with other professional and auxiliary personnel.
3. Participates and cooperates with assigned rehabilitation workers; observes and reports results of screening process; discusses and determines individual patient's limitations in terms of personal history, background and mental and physical handicaps.
4. In conjunction with rehabilitation program, defines and assists in the implementation of duties, goals and objectives, including appropriate job placement possibilities upon discharge of individual patients; confers and participates in conferences on the treatment and progress of current cases.
5. Counsels patients on educational and employment problems, indicating limits and suggesting possible vocational opportunities; subsequently follows-up such counseling to determine effectiveness.
6. Prepares statistical and narrative reports and routine case reports on individual patients including related correspondence and other pertinent information.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in rehabilitation counseling, preferably supplemented by additional specialized graduate study in rehabilitation counseling as sponsored by the office of vocational rehabilitation of the federal department of health, education and welfare.

CLASS TITLE: REHABILITATION COUNSELOR (continued)

CODE: 2566

Requires at least two years of successful experience as a rehabilitation counselor in an established and well organized institutional program. Possession of a masters degree in rehabilitation counseling may be substituted for one year of experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough technical and working knowledge of the field of rehabilitation counseling as applied to a wide range of institutional patients.

Requires ability and skill to: apply techniques in testing and evaluating individual capabilities; deal tactfully and courteously with individual patients; work successfully with other employees and groups engaged in rehabilitation activities.

PROMOTIVE LINES:

To: Coordinator of Rehabilitation Services

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CO-ORDINATOR, VOCATIONAL REHABILITATION
SERVICES, MENTAL HEALTH SERVICES

CODE: 2570

CHARACTERISTICS OF THE CLASS:

Under direction, plans, organizes, directs and co-ordinates a program of Vocational Rehabilitation aimed at maximizing the employability of emotionally and mentally disturbed persons under treatment by the Community Mental Health Services facilities, both directly operated and contractual; supervises assigned staff and performs related duties as required.

Requires responsibility for: carrying out, explaining and enforcing program policies and pertinent legal provisions; determining and enforcing program methods and procedures; frequent personal contact with responsible representatives of governmental and private agencies involved in the Community Mental Health Services Program; reviewing and analyzing a variety of data pertinent to the Vocational Rehabilitation of mental patients and reviewing and submitting reports on program operations.

EXAMPLES OF DUTIES:

1. Establishes referral procedures and essential mechanics for co-ordination of work of vocational rehabilitation counselors and mental health personnel; exercises responsibility for the co-ordination of all existing facilities provided by the Community Mental Health Services Unit in a vocational rehabilitation program, including both contractual services and facilities provided by the Community Mental Health Services Unit.

2. Develops and maintains working relationships with representatives of Community Agencies or Groups involved in work training programs; maintains close contact with labor market conditions, especially with respect to areas presenting optimal opportunity to emotionally handicapped persons.

3. In supervising vocational rehabilitation personnel, is responsible for their assignment and work schedules in the directly operated and contractual facilities of the Community Mental Health Services and for their orientation, training and functioning; arranges for participation by the clinical staff of the Community Mental Health Services in vocational rehabilitation planning.

4. Reviews work of vocational rehabilitation counselors to assure that all clients accepted for service meet the eligibility requirements of the State Division of Vocational Rehabilitation, as well as those of the Community Mental Health Services; makes certain that vocational rehabilitation personnel function appropriately in vocational assessment, determination of vocational goal and vocational counseling and that the Vocational Rehabilitation Services provided remain within the limits set by the mental health facility.

5. Maintains the data collection systems established by the Chief Clinical Psychologist to evaluate the vocational rehabilitation program.

CLASS TITLE: CO-ORDINATOR, VOCATIONAL REHABILITATION
SERVICES, MENTAL HEALTH SERVICES

CODE: 2570

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a Ph.D. in Clinical Psychology, or an Ed.D. in counseling and guidance plus two years of experience in vocational testing and counseling OR a Master's Degree in vocational rehabilitation or in psychology, plus five years of full-time experience in vocational testing and counseling, one year of which must have been in a supervisory or administrative capacity, or some equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a general knowledge of: mental and emotional disorders and their symptoms; counseling or treating persons having such disorders; vocational assessment and counseling methods, especially those involved in the vocational rehabilitation of mentally and emotionally **disturbed** persons; the selection, administration and interpretation of vocational tests; labor market conditions and requirements for a wide range of **occupations**.

Requires ability to: plan, organize, direct and review the work of a newly established vocational rehabilitation unit; co-ordinate its functions with those of existing agencies; and to assist staff in equating a person's capabilities and aptitudes with job placement or training requirements.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

ADOPTED: 12/2/65

CLASS TITLE: CLINICAL PSYCHOLOGIST

CODE: 2574

CHARACTERISTICS OF THE CLASS:

Under general supervision, conducts professional-level work in clinical psychology; carries out psychodiagnostic examinations and psychotherapy of emotionally disturbed, mentally ill, chemically dependent and developmentally delayed children and adults; prepares psychological reports; provides psychological consultation services; participates in psychological research; when assigned as a neuropsychologist, conducts professional-level work in neuropsychology; carries out neuropsychological examinations of neurologically impaired and mentally ill children and adults; prepares neuropsychological reports; provides neuropsychological consultation to a multidisciplinary team; and performs related duties as required.

DISTINGUISHING FEATURES:

Class 2574 Clinical Psychologist performs journey-level professional duties and responsibilities in the field of clinical psychology and/or neuropsychology. Class 2574 Clinical Psychologist is distinguished from class 2576 Supervising Clinical Psychologist in that class 2576 supervises clinical psychological and/or neuropsychological services in a clinic or institution and supervises the work of clinical psychologists and subordinate staff. It is distinguished from class 2575 Research Psychologist in that research psychologists plan, direct and coordinate research programs and do not have clinical responsibility for patients.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Conducts individual and group psychotherapy with children and adults; prepares psychological reports presenting diagnostic findings, interview findings, clinical evaluations, and recommendations for the treatment and rehabilitation of children and adults.
2. Selects, administers, scores and interprets appropriate psychological tests of intelligence, personality, aptitude, achievement, interest and other specialized areas and conducts diagnostic clinical interviews with emotionally disturbed, mentally ill, chemically dependent and retarded children and adults to assess their problems and assist them in overcoming their difficulties; participates in psychological research.
3. Reviews and evaluates social agency, school and court records; secures and assesses psychological, psychiatric and/or neuropsychological data and case material; consults with social workers, public health nurses, teachers, probation officers, judges, physicians, rehabilitative staff and other professionals in individual and group conferences regarding cases under diagnosis and treatment.
4. Provides case management services to ensure coordinated care and maximize stability of environment to maintain client in community.
5. Provides education, consultation and information to community groups on child and adult adjustment problems, mental illness, chemical dependence, culturally relevant services, and other topics.

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CLASS TITLE: CLINICAL PSYCHOLOGIST

CODE: 2574

EXAMPLES OF DUTIES: (continued)

6. Supervises psychology interns and subordinate clinical staff not including class 2574 Clinical Psychologist; conducts staff training programs both within the clinic or unit and for line agency personnel.

7. Participates in the planning, development and execution of psychological training internships, and postdoctoral traineeships under supervision of a supervising psychologist.

8. When assigned as a neuropsychologist, conducts neuropsychological test evaluations to aid in neurologic diagnosis; determines appropriate therapeutic, rehabilitative, or counseling strategies for neurologically impaired individuals; prepares written reports of results of neuropsychological test evaluations; serves as a consultant to a multidisciplinary team; works with family members and caregivers regarding management of the neurologically impaired individual; may assist in training activities to upgrade skills of other psychologists and psychology interns in performing neuropsychological duties.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of principles of clinical psychology, psychometry and personality; psychotherapeutic methods applicable to emotionally disturbed, mentally ill and chemically dependent children and adults; statistical and research methodology. When assigned as a neuropsychologist: principles of neuropsychology, therapeutic and rehabilitative methods applicable to neurologically impaired individuals, family members and caregivers.

Ability to: effectively carry out standard methods, procedures and techniques of clinical psychology including diagnosis, prevention, and treatment of psychological problems, mental disorders and chemical dependence of individuals and groups; prepare professional case reports of findings and recommendations; interact with a multidisciplinary team: provide culturally sensitive services. When assigned as a neuropsychologist: formulate and recommend rehabilitation strategies and design remedial cognitive and behavioral interventions; assess and treat neuropsychologically impaired individuals and consult with a multidisciplinary team regarding neuropsychological issues.

License: Possession of a valid license as Psychologist issued by the Board of Psychology of the Medical Board of California.

REVISED: 10-5-61

AMENDED: 8-16-93

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: RESEARCH PSYCHOLOGIST

CODE: 2575

CHARACTERISTICS OF THE CLASS:

Under general direction plans, directs and coordinates a psychological research program; serves as staff consultant on research methodology; designs and conducts psychological research; and performs related duties as required.

Requires responsibility for: Collaboration in the development and execution of a psychological research program; supervising research staff and reviewing methods and procedures; providing consultation to staff psychologists on research matters.

EXAMPLES OF DUTIES:

1. Designs and conducts psychological research with special emphasis on operations research to assess program effectiveness.
2. Directs and supervises personnel assigned to the research unit.
3. Assists and advises superiors in planning, organizing, directing, coordinating, and evaluating studies investigating the causes, frequency and treatment of mental illness and mental retardation.
4. Develops, monitors, and evaluates data collection systems; establishes, analyzes and evaluates large-scale data utilizing electronic data and computer processing.
5. Directs and assists in preparation, maintenance, and publication of current information research regarding programs; keeps all staff units informed of current research.
6. Serves as consultant on experimental and research methodology to research staff and others.
7. Establishes and maintains liaison with university departments of psychology and other behavioral sciences with professional associates, and with psychologists and other behavioral scientists in regard to research studies, developments, and techniques.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of the Ph.D degree in psychology from an approved university or college, with graduate courses in research methods and statistics.

Requires two years of full-time post-doctorate experience in research projects in psychology, in the field of mental health, or in public health; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of: The principles, procedures, and devices used in research, especially as applies to psychological research and research in closely related fields, including research design and experimental methods; sources, uses, administration, and interpretation of psychological measurements; statistics as applied to tests and measurements and to the development of data-gathering and data processing techniques for research studies; the use of electronic data processing and computer methods; the problems involved in bibliographies survey of previous related research, in planning research designs, and in mechanizing compilation and analysis of data; various medical and therapeutic activities in the treatment of mental illness and mental retardation.

CLASS TITLE: RESEARCH PSYCHOLOGIST

CODE: 2575

MINIMUM QUALIFICATIONS: (contd)

Requires Ability and Skill to: Apply research principles, methods, and psychological measurements to research problems in mental illness and mental retardation; evaluate the adequacy of proposed research designs and techniques; prepare and evaluate research reports; establish and maintain effective working relationships with other staff members and with university and private research organization officials; carry out research projects; teach research principles and methods to other staff members.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination

ADOPTED: July 28, 1969

CLASS TITLE: SUPERVISING CLINICAL PSYCHOLOGIST

CODE: 2576

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes, directs, and assumes responsibility for the clinical psychology service of a clinic, hospital, rehabilitation center, or other unit; assigns, maintains standards for, and supervises the work of clinical psychologists in the psychological assessment and treatment of emotionally disturbed, mentally ill, chemically dependent, developmentally delayed children and adults and in the preparation of psychological reports; designs and conducts psychological research; conducts psychological examinations and psychotherapy of difficult cases; when assigned as supervising neuropsychologist, assumes responsibility for the neuropsychology and/or clinical psychology service of a facility, coordinates, directs, and conducts evaluations, treatment planning, and consultations concerning children and adults with neurologic impairment; supervises neuropsychologists and/or clinical psychologists; and performs related duties as required.

DISTINGUISHING FEATURES:

The 2576 Supervising Clinical Psychologist is distinguished from the journey-level 2574 Clinical Psychologist in that positions at the supervising clinical psychologist level supervise the development and implementation of clinical psychology and/or neuropsychology programs and supervise the work of clinical psychologists and subordinate staff. It is distinguished from the research psychologist in that research psychologists plan, direct and coordinate psychological research programs and do not have clinical responsibility for patients.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, directs and supervises psychological services in a clinic or institution; collaborates with staff in carrying out administrative functions of the unit in directing the flow of work, maintenance of records, collection of statistical data for routine evaluative and research purposes, and coordination of psychological services.
2. Supervises clinical psychologists and psychology interns; conducts staff training programs both within the clinic or unit and for line agency personnel; confers with psychiatrists and other professional staff members regarding cases under diagnosis and treatment; conducts psychological research.
3. Reviews and evaluates social agency, school and court records; secures and assesses psychological, psychiatric, and/or neuropsychological data and case material; consults with social workers, public health nurses, teachers, probation officers, judges, physicians, rehabilitative staff and other professionals in both individual and group conferences.

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CLASS TITLE: SUPERVISING CLINICAL PSYCHOLOGIST

CODE: 2576

EXAMPLES OF DUTIES: (continued)

4. Selects, administers, scores and interprets appropriate psychological tests of intelligence, personality, aptitude, achievement, interest and other specialized areas and conducts diagnostic clinical interviews; conducts both individual and group psychotherapy with difficult cases; prepares psychological and/or neuropsychological reports, presenting clinical evaluations, diagnostic test findings, and recommendations for the treatment and rehabilitation of patients.

5. Participates in community programs, serves on committees and advises on topics relating to the activities of the clinic or unit including culturally relevant clinical approaches.

6. When assigned as a supervising neuropsychologist, initiates, plans, and directs neuropsychological services; supervises neuropsychologists and/or clinical psychologists in matters within the scope of their clinical practice and experience; performs the more difficult neuropsychological evaluations; designs and implements behavioral strategies for neurologically impaired individuals; may direct predoctoral and postdoctoral training programs in neuropsychology.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Requires thorough knowledge of: the principles and practices of clinical psychology and psychometry, personality and interpersonal relation dynamics, child and adult psychology; psychotherapeutic methods applicable to emotionally disturbed, mentally ill and chemically dependent children and adults; statistical procedures and research design and methodology; principles of supervision, consultation and collaboration; and program development. When assigned as a supervising neuropsychologist: requires thorough knowledge of the principles of neuropsychological, therapeutic, and rehabilitative methods applicable to neurologically impaired individuals, family members and caregivers.

Ability to: supervise subordinates and programs; diagnose, prevent and treat the more complex psychological problems and mental disorders of individuals and groups; prepare professional case reports, findings and recommendations; design and manage training programs; provide culturally sensitive services. When assigned as supervising neuropsychologist: ability to plan, organize and direct the neuropsychology and/or clinical psychology service of a facility; consult with a multidisciplinary team regarding neuropsychological issues.

License: Possession of a valid license as a psychologist issued by the Board of Psychology of the Medical Board of California.

AMENDED: 8-16-93

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for the organization, professional direction and evaluation of the public health mental health services psychology program; professionally supervises psychological personnel; establishes performance standards and evaluates results; serves as consultant to various program, clinic and bureau heads; confers with community agencies and others concerned in the overall psychological program and mental health services; and performs related duties as required.

Requires major responsibility for: coordinating, improving and executing policies, methods and procedures pertaining to the psychological program and services; making continuing personal contacts to establish and maintain public relations in presenting and interpreting established policies and procedures for the overall review and approval of important operational and technical records of specific activities.

EXAMPLES OF DUTIES:

1. Plans and coordinates the overall psychological program and services, including the assignment of psychologists and psychological internes to specific program areas; establishes standards and evaluates individual personnel; personally deals with specific problems as they arise.

2. Serves as consultant to the program chief, clinic directors, individual bureau chiefs, psychologists and psychiatrists; confers with community agencies and others concerned with psychological aspects and problems in order to achieve maximum utilization of staff and available services.

3. Coordinates and conducts professional training programs for staff; plans and directs the practicum in conjunction with university faculties; participates in community health programs; serves on committees dealing with psychological and mental health problems; assists in planning psychological aspects of community-wide mental health programs.

4. Coordinates and collects statistical data pertaining to mental health services in order to evaluate present programs and provide bases for future program and research purposes; develops statistical and technical forms and systems for use in collecting appropriate data; coordinate, promotes and conducts psychological research on various problems pertaining to mental health.

5. Occasionally performs psychological testing and psychotherapy on difficult cases and renders professional guidance and consultation on matters pertaining to psychological services, related statistics and specific mental health problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of graduate study and possession of a Ph.D degree in clinical psychology.

Requires at least seven years of experience in the field of clinical psychology, including at least one year in organization, administration and program planning of a clinical psychological program in a psychiatric setting; or an equivalent combination of training and experience.

CLASS TITLE: CHIEF CLINICAL PSYCHOLOGIST (Continued)

CODE: 2578

Knowledge, Abilities and Skills: Requires comprehensive academic and working knowledge of: the principles and practices of clinical psychology and psychometry; personality dynamics and child and adult psychology; the psychotherapeutic methods applicable to alcoholics and emotionally disturbed children and adults.

Requires outstanding ability and skill to: plan, organize, develop and participate in psychology programs and services; direct in-service and staff training programs; develop and participate in specific psychological research programs; act in a consulting capacity with professional coworkers and various technical and civic groups.

License: Requires certification as a psychologist by the psychology examining committee of the state board of medical examiners.

PROMOTIVE LINES:

To: No normal lines of promotion.

From: Senior Clinical Psychologist

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

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CODE TITLE: MEDICAL EXAMINER'S INVESTIGATOR

2580

DEFINITION:

Under general supervision, investigates circumstances of deaths coming under the jurisdiction of the Medical Examiner; takes charge of bodies, evidence and valuables of deceased; recognizes, documents, protects and collects evidence significant to the case; notifies and works with investigators from other agencies as appropriate; initiates identification and notifies relatives of deceased; prepares detailed investigative records; reviews medical records and interfaces with other law enforcement agencies; operates and maintains Medical Examiner's Office vehicles; and performs related duties as required.

DISTINGUISHING FEATURES:

The Medical Examiner's Investigator is the journey level class of the series. This class is distinguished from the Administrative Medical Examiner in that the latter is responsible for the administrative and legal activities and functions, excluding the professional medical determination of the Medical Examiner's Office but including the supervision of the preparation and review of detailed investigation reports; and supervision of the administration of federal, state, local and privately funded grants and research projects.

SUPERVISION EXERCISED: None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 2580 Medical Examiner's Investigator and are not intended to be an inclusive list.

1. Responds to the scene of all death calls coming under Medical Examiner's jurisdiction; examines the body of deceased person and records any pertinent evidence; examines the surrounding vicinity and records findings; interviews witnesses at the scene of the death; notifies and works with investigators from other agencies as appropriate.
2. Searches the deceased person and premises for money and valuables; records valuables on official property receipt with signature of qualified witnesses and removes the property to the Medical Examiner's office for safe deposit; removes the body from the death scene to the Medical Examiner's Department.
3. Contacts next of kin for notification of death; contacts by phone and questions private physicians, police, associates, witnesses and relatives for additional information; assists the public requesting pertinent information.
4. Completes a computerized record page containing information regarding the deceased person's description and personal data, lists of witnesses and list of properties and evidence receipted for and held by the department; prepares a clear and concise case history of facts surrounding the death and/or medical history to aid other interested agencies, medical examiners and provide documentation for possible inquest; compiles special statistical reports.
5. Subpoenas prospective jury members and witnesses for Medical Examiner's inquest; acts as bailiff in the courtroom and assists the Medical Examiner in the trial proceedings.
6. Keeps all Medical Examiner's vehicles in a clean condition and notifies shop for necessary repairs.
7. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: functions and responsibilities of a Medical Examiner's Office as governed by the California Government Code, Penal Code, Health and Safety Code, and other State statutes; principles and practices of field related investigations; human anatomy, physiology, and forensic medicine terminology; recommended safe methods of working with potentially hazardous biological or chemical materials; Materials Safety Data Sheet (MSDS) requirements; methods and practices of carrying out investigations surrounding sudden and unexpected death.

Ability to: communicate with medical and law enforcement professionals, witnesses, and friends to process cases in conformance with office policies; enter the scenes of death and examine remains of the deceased under adverse circumstances; be sensitive to family members of deceased; operate a motor vehicle; lift and carry dead bodies (up to 175 pounds) for long distances, through corridors and down flights of stairs.

SKILL TO: utilize computers and applicable software and modern office machines.

EXPERIENCE AND TRAINING GUIDELINES:

Possession of a current valid embalmer's license issued by the California State Board of Funeral Directors and Embalmers; or one year of verifiable experience as an investigator with full responsibility for locating and interviewing witnesses and preparing reports of findings of circumstances surrounding sudden, unexpected deaths.

LICENSE/CERTIFICATE: possession of a current valid Driver's License.

SPECIAL REQUIREMENTS: Nature of duties involves frequent exposure to unpleasant work situations, such as frequent exposure to sudden, unexpected and sometimes violent deaths; biohazards; unpleasant odors or conditions. Employees may be required to work any shift at the direction of the department head, including nights, weekends and holidays; may also be required to type at a reasonable rate (20-30 WPM) within six months of employment; physical ability to lift deceased bodies (up to 175 pounds) and remove them from the scene of death. Eligibles for appointment will be required to either possess a certificate of completion or successfully complete a P.C. 832 course (Peace Officers Firearms and Arrest Procedures) within six months of permanent employment. Applicants must qualify for Peace Officer status as set forth in Government Code of the State of California, sections 1029 Conviction of Felony as Disqualification of Peace Officer; 1031 Minimum standards for Peace Officer, and 1031.5 United States Citizenship requirements. Applicants must meet the standards set forth in the Government Code prior to appointment.

Effective date: 7/1970

Amended and Retitled: 7/23/99

Reason for amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code including change of classification title from 2580 Coroner's Investigator to 2580 Medical Examiner's Investigator; and reduction of experience requirement, from two years to one year, in minimum qualifications.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE: 2581
Business Unit: COMM

JOB CODE TITLE: MEDICAL EXAMINER'S ADMINISTRATOR

Definition: Under general administrative direction, directs the administrative, legal and investigative functions of the Medical Examiner's Office, exclusive of professional medical determinations; acts for the Chief Medical Examiner in his/her absence; and performs related duties as required. Requires responsibility for: developing, interpreting, and enforcing intra-departmental policies; making regular contacts with representatives of other City departments for specialized investigations; supervising the preparation and review of detailed investigation reports; and supervising the administration of federal, state, local and privately funded grants and research projects.

Distinguishing Features: Class 2581 Medical Examiner's Administrator is distinguished from Class 2584 Chief Medical Examiner in that the latter has overall responsibility for all departmental functions, is required to be a physician with specialty training and is the person with the legal authority of the office in accordance with state law.

Supervision Exercised: Supervises and coordinates the work of Medical Examiner's Investigators and oversees scheduling of Forensic Autopsy Technicians.

Examples of Important and Essential Duties: According to the Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Assists in planning, organizing, directing, and evaluating the activities of the Medical Examiner's Office including investigative (non-medical), custodial and office functions; aids in reviewing and inspecting the department's operations in accordance with state laws, court policies, and sound managerial practices.
2. Observes and evaluates the activities of field personnel at the scenes of death; analyzes and corrects investigative reports; examines property receipts and records notations; establishes and develops in-service training programs to insure the proficiency of non-medical personnel.
3. Directs the preparation of official records and reports; directs the accounting of all property and monies acquired through investigation of deaths; supervises the preparation of payrolls and departmental budget.
4. Notifies appropriate agencies, such as police, arson squad, division of industrial safety, and others, of the need for specialized investigations; provides information or assists the various agencies or the public with which the Medical Examiner's department has contact; assists the Chief Medical Examiner in screening cases in which death is due to other than natural causes, to determine whether an inquest is necessary.
5. Presides at inquests in the absence of the Chief Medical Examiner; issues subpoenas; schedules inquests; arranges for a court reporter, juries, and other necessary measures.
6. Supervises and inspects the work of Forensic Autopsy Technicians, who assist the Assistant Medical Examiners in performing forensic autopsies and collecting and documenting evidence, as well as maintaining the forensic autopsy facilities.
7. Directs the indigent program, authorizes burial or cremation, and ensures that all legal documentation and forms are properly submitted to the necessary authorities.
8. Answers correspondence of non-medical nature; supervises preparation of the departmental budget.
9. Supervises the administration of grants and projects, whether funded by federal, state, city or private agency; develops and refines administrative procedures for specimen handling, analysis, and reporting; establishes on-going liaison with law enforcement and government agencies to effectively utilize the expertise available through research funding.
10. Compiles data and statistics concerning the causes and modes of death, including organization into various categories for statistical evaluation, and assembles them in a form acceptable for presentation as an annual report.
11. Responsible for investigative input into the specialized medical and technical departments of the Medical Examiner's Office.
12. Supervises and maintains compliance with all federal, state and local codes, laws and regulations regarding all sworn personnel. Ensures that all required training, licensure and proficiency programs are current and that the department is compliant with all regulations. Encourages compliance with the National Death Investigators guidelines. Maintains P.O.S.T. certification compliance for all eligible members of the department.
13. Performs related duties as assigned.

Job Related and Essential Qualifications:

Knowledge of: all federal, state and local codes, laws and regulations pertaining to the duties and responsibilities of the Medical Examiner's Office; principles and techniques used in interviewing and conducting investigations; technical information and procedures including familiarity with advanced techniques of identification; the structure and requirements of federal and state regulations and functions related to death investigation and disaster response/support

Ability and Skill to: supervise and coordinate Medical Examiner's investigations; evaluate investigation reports and supplementary information; evaluate and determine proper courses of action; establish and maintain effective working relationships with staff, private physicians, law enforcement personnel, attorneys, and the general public; speak in a clear and understandable manner appropriate to the understanding of the audience; listen and effectively elicit information; interview various individuals to gather information and conduct investigations; clearly, completely and accurately document investigative findings; prepare clear, complete and accurate reports; prepare clear, concise and effective written communications; set priorities and coordinate and schedule tasks or events in a logical manner; plan, assign, supervise and evaluate the work of assigned staff; direct activities, monitor productivity and evaluate outcomes; use a computer to access and input information and prepare written documents.

Experience and Training Guidelines:

Completion of two years college with major course work in criminology or other sciences and at least three years of increasingly responsible experience as an investigator, one year of which must have been in a supervisory or administrative capacity in a Medical Examiner's Office; **OR**

Completion of four years of high school and a one-year course in mortuary science and possession of a California Embalmers License and at least three years of increasingly responsible experience as an investigator, one year of which must have been in a supervisory or administrative capacity in a Medical Examiner's Office; **OR**

Two years of death scene investigation experience as a Police investigator; **OR**

An equivalent combination of training and experience.

Licensure/Certification: In accordance with State of California Penal Code Section 830.35, the Medical Examiner's Administrator is a peace officer. Applicants must qualify for peace officer status as set forth in State of California Government Code sections 1031, and must pass a peace officer's background investigation prior to appointment. In addition, appointees must be eligible for and receive Peace Officer Standards and Training (POST) certification. Specialized POST Basic requirements for this position include: successful completion of the PC 832 course (Peace Officers Firearms and Arrest Procedures) and successful completion of the Basic Death Investigation course. An appointee may assume office pending completion of the PC832 course and full POST certification, but these requirements must be met within six months of appointment.

All appointees must possess and maintain a valid California Driver License, class C or higher.

Special Requirements: Nature of duties may require physical ability to lift dead bodies and remove them from the scene of death, as well as frequent exposure to sudden, unexpected and sometimes violent deaths, unpleasant odors or conditions.

NOTE: This class is exempt from Civil Service appointment under Section 10.104.06 of the City Charter.

Effective Date: 11/2/73

Retitled and Amended Date: 3/2/01

Reason for Amendment: to retitle and to accurately reflect the current legal requirements, tasks, knowledges, skills and abilities for this class.

CLASS TITLE: FORENSIC PATHOLOGIST

CODE: 2582

CHARACTERISTICS OF THE CLASS:

Under the direct administration and professional supervision of the Chief Medical Examiner, the Forensic Pathologist functions as an Assistant Medical Examiner; performs difficult professional medical work in a recognized medical specialty field, requiring advanced and specialized education, training and experience; may supervise Coroner's Investigators or Senior Physician Specialists; may require 24-hour "on call" availability to respond to scenes of sudden death or injuries; and performs related duties as required.

The nature of duties may require sustained physical effort involving manual skill and dexterity with exposure to some accidental, physical and/or biological health hazards. Requires exposure to disagreeable elements or situations inherent in this specialized field.

DISTINGUISHING FEATURES:

The 2582 Forensic Pathologist is distinguished from the other medical specialties in requiring specific training and experience in the specialty of forensic pathology that requires board certification or eligibility in this specialty, as well as the performance of duties associated with the medico-legal investigation of death or injuries. The subject position is distinguished from class 2584 Chief Medical Examiner-Coroner in that the latter position is responsible for directing the activities of the Medical Examiner-Coroner's Department.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7).

1. Examines living or dead individuals submitted to the Medical Examiner's Office for the purpose of determining the time, nature, and age of injuries; interprets and collects evidence potentially appropriate to criminal proceedings; performs forensic autopsies; examines tissues removed during those procedures for preparation of microscopic reports with appropriate interpretations of pathologic diagnoses and causes of death.

2. Dictates medical findings and prepares case reports on their observations and interpretations; confers with law enforcement officers, assistant district attorneys, assistant public defenders, and other investigators regarding the interpretation and significance of their findings.

3. Presents interpretations and facts pertaining to the evidence as an expert in the field of forensic medicine; interprets and testifies regarding toxicology and microscopic reports, scene reconstruction, evidence interpretation, and mechanism of injuries in courts of law.

4. Confers with and submits reports to the Chief Medical Examiner for review and determination of manner of death; supervises and trains residents in fellowships or pathology training programs in forensic medicine; directs toxicology and pathology requests for examinations to the appropriate department laboratories.

EXAMPLES OF DUTIES: (Cont.)

5. Reviews appropriateness and safety compliance with forensic autopsy technicians; ensures compliance with safety regulations including safety requirements for working with potentially communicable diseases and biohazards; identifies communicable diseases and submits reports as required by law; complies with state law pertaining to notification of the Department of Public Health and others.

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an approved medical school with possession of an M.D. or D.O. degree, and completion of a recognized residency program in pathology leading to board certification in forensic pathology. Requires board certification or board eligibility as determined by the American Board of Pathology in the specialty of forensic pathology.

Knowledge, Abilities, Skills: Knowledge of the state laws of California and the policies of the San Francisco Medical Examiner's Office; knowledge and proficiency in scene investigative procedures and medico-legal techniques necessary to determine the circumstances, cause, and manner of death as required by law; knowledge of the procedures and techniques utilized in forensic medicine, including medico-legal autopsy, interpretation of forensic toxicology results, and interpretation of histology and clinical chemistry results associated with a cause and time of death.

Ability to: examine injured and abused individuals and suspects for evidence, signs of injuries, documentation of injuries, collection of biological and physical evidence and interpretation of injuries; perform medico-legal autopsies in accordance with the standards of the San Francisco Medical Examiner's Office and the National Association of Medical Examiners; communicate interpretations of scene reconstruction, medico-legal autopsy, investigative and observational findings in writing and verbally; and testify clearly and concisely at public hearings, courts of law, and before the Grand Jury in a professional, neutral, and convincing manner.

License: Requires possession of or eligibility for a license as a physician and surgeon from the State of California and possession of a Board Certificate or Board Eligibility in forensic pathology.

CLASS EXEMPT FROM CIVIL SERVICE EXAMINATION UNDER SECTION 8.300(a) OF THE CITY CHARTER.

ADOPTED: 7-1-91

#4232c

(AMENDED)

CLASS TITLE: ASSISTANT CORONER - ADMINISTRATIVE

CODE: 2583

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in directing the administrative and investigative functions of the Coroner's Office; acts for the Chief Medical Examiner - Coroner in all matter exclusive of those reserved to a licensed physician; and performs related duties as required.

Requires responsibility for: Establishing and supervising (non-medical) office procedures; coordinating departmental policy between assigned professional and administrative staff personnel; interpreting and enforcing policies of other city agencies effecting the operations of the Chief Medical Examiner - Coroner's Office; supervising the preparation of reports by investigative personnel; assists in the administration of special projects undertaken by specialists working under the direction of the Chief Medical Examiner - Coroner; has frequent contacts with the public.

EXAMPLES OF DUTIES:

1. Assists in planning, organizing, directing, and evaluating the work of (non-medical) personnel assigned or attached to the office of the Medical Examiner - Coroner, and insures that department operations are conducted in accordance with existing laws, ordinances, and court-prescribed policies.
2. Arranges for participation of elements of the Police Department, the Health Department, the Division of Industrial Safety and other agencies of the City and County in special investigative work; assists the Chief Medical Examiner - Coroner in making determinations reference the necessity for an inquest in cases where death is due to causes other than natural.
3. Supervises and reviews the work of morgue attendants working with medical examiners in the performance of autopsies, the preparation of bodies, and the maintenance and cleanliness of the morgue and laboratory areas; directs the search for relatives of unclaimed bodies; may authorize the burial of unclaimed indigent dead.
4. Schedules inquests with the concurrence of the Chief Medical Examiner - Coroner; issues subpoenas; summons jury members; arranges for court reporters as required and presides at inquests at the direction of the Chief Medical Examiner - Coroner.
5. May supervise and review the activities of investigators at the scenes of death; reviews and analyzes investigators' reports and makes corrections as required; supervises the disposition of property and personal belongings impounded by coroner's investigators in the course of investigations of death and reviews receipts for same.
6. Directs the maintenance of official records to include assembling statistics and supporting data on the causes and modes of death; assembles material for reports as required; assists in the preparation of the department's annual.
7. Reviews and approves the work schedules of shift personnel; supervises the preparation of time and payrolls; assists in developing the department's budget; establishes controls for expenditures from budgeted accounts.
8. Develops and refines administrative procedures for the handling and analysis of laboratory specimens and for the writing and processing of reports relating to such specimens.
9. Assists the Chief Medical Examiner - Coroner in the administration of specially funded research projects and the preparation and distribution of resulting research documents.

CLASS TITLE: ASSISTANT CORONER - ADMINISTRATIVE

CODE 2583

MINIMUM QUALIFICATIONS:

Training and experience: Requires at least an associate degree from an accredited college with major course work in criminology or related discipline supplemented by three years of increasingly responsible experience as an investigator in a Medical Examiner's Office. Completion of a one-year course in Mortuary Science and possession of a California embalmer's license may be substituted for the college requirement above.

Knowledge, Abilities and Skills: Requires a broad knowledge of: State codes and other laws and regulations governing the operations of a Medical Examiner - Coroner's Office; the principles and techniques of office and personnel administration, the conduct of investigations, and the interrogation of witnesses.

Requires ability to: Review and evaluate reports submitted by investigators; direct appropriate courses of action; establish and maintain effective working relationships with private physicians, law enforcement personnel, attorneys and families of deceased.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 2580 Coroner's Investigator

Amended: 11/2/73

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

2583 HOME HEALTH AIDE

Definition:

Under immediate supervision of licensed professional staff, and located in the Department Of Public Health, Home Health Agency, assists clients with activities of daily living including personal hygiene, ambulation, prescribed exercises, preparing meals including therapeutic diets, and keeping client's environment organized and neat, and performing related duties.

Distinguishing Features:

The 2583 Home Health Aide is distinguished from classes in the Health Worker series, in that Health Workers are characterized by performing a wide variety of paraprofessional duties in a wide variety of health care settings, while the Home Health Aide provides personal care, very routine health care assistance, and light home making activities in the client's home, and requires a Home Health Aide Certificate issued by the State of California. It is distinguished from the 2302 Nursing Assistant in that the 2302 Nursing Assistant requires a Certified Nursing Assistant license, and is characterized by assisting with patient care in an inpatient setting. It is distinguished from class 2303 Mental Health Rehabilitation Worker in that the Mental Health Rehabilitation Worker is characterized by performing very routine nursing and/or psychiatric care for severely mentally ill patients in a Mental Health Rehabilitation Facility.

Supervision Exercised: None

Examples of Important and Essential Duties:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)

1. Assists clients with personal hygiene including skin and mouth cleansing, hair care, and bathing; assists clients in and out of bed, and with ambulation.
2. Assists clients with prescribed exercises as instructed by professional staff.
3. Assists in keeping client environment neat, safe and organized; changes bed linens as needed; prepares meals, including therapeutic diets; assists clients with eating.
4. Takes client blood pressure and weighs client as assigned.
5. Participates in developing and implementing client care plans according to Home Health Agency policy; communicates client needs and information relating to client care plan to professional staff.

6. Adheres to Home Health Agency administrative and clinical policies and procedures; implements infection control and safety policies and procedures according to established guidelines; maintains confidentiality of client information; provides care in compliance with Home Health Agency, State and Federal regulations, and documents care as assigned.
7. Participates in weekly case conferences related to needs assessments of clients; assists in promoting health education for clients and client families.
8. Performs related duties as assigned.

Job Related and Essential Qualifications:

Knowledge of: Basic methods and procedures to assist clients with activities of daily living.

Ability to: Read, write and carry out directions; perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing; effectively interact with home health clients, families and co-workers.

Experience and Training Guidelines: High school graduation or equivalent required. Experience in home health care or related field preferred.

License: Home Health Aide Certification issued by the State Of California required as obtained through successful completion of an approved program.

ADOPTED: 9/11/97

REASON FOR CREATION OF A NEW CLASS: The Department Of Public Health has established a Home Health Agency to better serve the home health care needs of the citizens of San Francisco and requires a classification which can perform home health care aide duties at a competitive compensation rate.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE TITLE: CHIEF MEDICAL EXAMINER

JOB CODE: 2584
Business Unit: COMM

Definition: Under policy direction, directs the activities of the Medical Examiner's Office in the investigation and medical evaluation of all deaths within the County of San Francisco that are reported in accordance with state law. Examines living persons for the purpose of forensic evidence collection, injury documentation or related medico-legal reasons. Establishes procedural and work standards for staff personnel and evaluates the effectiveness of professionals; performs forensic autopsies; presides at inquests and examines witnesses; submits proposals for research projects and administers supporting grant funds; develops instructional programs in forensic sciences; secures medical and technical consultants as required; directs the preparation of official records and reports; attends professional conferences; and performs related duties as required. Requires major responsibility for: developing, originating, coordinating, and executing policies and procedures to be followed within the Medical Examiner's department; making continuing contacts with law enforcement personnel, doctors, attorneys, and members of bereaved families; developing, directing, and supervising research projects and programs of instruction in support of the department's objectives.

Distinguishing Features: The 2584 Chief Medical Examiner is distinguished from Class 2582 Assistant Medical Examiner and Class 2581 Medical Examiner's Administrator in that the 2584 is the department head, the individual designated by state law as having the legal authority of the office, and is responsible for directing the activities of the Medical Examiner's Department.

Supervision Exercised: Responsible for the overall direction of the department.

Examples of Important and Essential Duties: According to the Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list.

1. Plans, organizes, directs and evaluates the activities of the Medical Examiner's Office to include medical, investigative, administrative and custodial functions; reviews and inspects the department's operations in accordance with State laws, ordinances of the City and County, court directed policies, professional procedures and sound managerial practices.
2. Responds to homicide scenes as part of the major crime investigative team and as required for other scenes to make preliminary findings as to the cause and circumstances of death; directs activities concerned with the collection and preservation of evidence. Examines living persons for medico-legal reasons, documenting injuries, collecting evidence and interpreting changes of potential legal importance.
3. Establishes standards for the conduct of forensic autopsies and other forensic work, reviews and supervises the work of the medical and toxicological staff; interprets reports prepared by staff physicians, toxicologists and investigative staff; performs forensic autopsies as required in accordance with state law and consistent with the policies of the department.
4. Confers with medical and investigative personnel in making determinations as to the cause, circumstance and manner of death; presides at inquests; examines witnesses; confers with private physicians and attorneys; consults with police officers and district attorneys in the preparation of court cases; testifies in court as an expert witness.
5. Acts as official spokesperson for the department; issues official statements to the news media; meets with families of deceased to discuss medical aspects of cases within the jurisdiction of the Medical Examiner.

6. Develops proposals for research projects; establishes procedures, methodology, standards, and objectives for the conduct of such projects; supervises the preparation of reports and/or the publication of findings; directs the allocation and expenditure of grant monies.
7. Plans, directs, and participates in instructional programs for pathology fellows, law enforcement personnel, crime laboratory technicians, hospital emergency staff members, and the public on the laws and procedures governing the operations of the Medical Examiner's Office.
8. Establishes policy and ensures compliance with all blood borne pathogen, biohazard, injury and illness prevention and other safety programs in accordance with local, state and federal laws. Establishes controls for the use of X-ray and other dangerous radiation equipment, and directs the publication and enforcement of appropriate safety rules relating to such equipment. Acts as radiation safety officer, with the required experience or training in nuclear medicine and knowledge of radiation safety and x-ray procedures.
9. Secures the services of medical and technical consultants for the support and extension of the Medical Examiner's staff; reviews and evaluates the findings of such specialists.
10. Consults with other professionals in the field of forensic sciences, and may represent the City and County of San Francisco at conferences of particular interest to Medical Examiner staff personnel.
11. Performs related duties as required.

Job related and Essential Qualifications:

Knowledge of: laws, ordinances and practices governing the operations of the Medical Examiner's department; procedures followed in criminal investigative work; principles and procedures for the collection, testing and recognition of forensic evidence; principles and practices of forensic medicine, clinical and anatomic pathology, safety procedures and the performance of forensic autopsies; radiation safety in the application and use of radioisotopes, sealed sources, x-ray and fluoroscopy; biohazard safety procedures and injury prevention.

Ability and skill to: administer a department staffed in part by fellow professionals; establish and maintain effective working relationships with administrators of local medical schools, with physicians in the private sector, attorneys, law enforcement personnel, surviving family members, and supervisory personnel in other departments of the City and County; perform forensic autopsies; conduct inquests and examine witnesses; evaluate medical and related investigative reports; speak in a clear and understandable manner appropriate to the understanding of the audience; listen and effectively elicit information; prepare clear, concise and effective written communications; set priorities and coordinate and schedule tasks or events in a logical manner; plan, assign, supervise and evaluate the work of assigned staff; direct activities, monitor productivity and evaluate outcomes; use a computer to access and input information and prepare written documents.

Experience and Training Guidelines:

Graduation from an approved medical school with possession of an M.D. or D.O. (Doctor of Osteopathy) degree, or the United States accepted equivalent; **AND**

Satisfactory completion of a residency program approved by the Council for Graduate Medical Education in pathology with board certification in anatomic and/or clinical pathology, and the subspecialty of forensic pathology; the applicant must have a certificate in forensic pathology at the time of application for the position; **AND**

Training in biohazard safety practices, and college level or pathology level training in nuclear medicine and familiarity with radiation source and equipment use as well as safety requirements; an applicant must be able to perform the duties of radiation safety officer for the department; **AND**
Five years of responsible medical-administrative experience, preferably in the field of legal medicine.

Licensure/Certification:

Possession of a valid license as a Physician and Surgeon issued by the California State Board of Medical Examiners, with Board certification in forensic pathology.

Possession of registration with the Drug Enforcement Administration of the United States Department of Justice with authority to possess, use and prescribe drugs and controlled substances.

Possession of an x-ray supervisor's certificate issued by the State of California Department of Health Services as a radiography and fluoroscopy x-ray supervisor and operator. As an alternate, an applicant may show registration and eligibility for such a certificate, with completion of the application within one year of assuming the position of Chief Medical Examiner; incumbents must be able to perform the duties of radiation safety officer for the department.

Possession of a valid California Driver License, class C or higher

Other Legal Requirements: In accordance with State of California Penal Code Section 830.35 and Government Code 24010, the Chief Medical Examiner is a peace officer. Applicants must qualify for peace officer status as set forth in State of California Government Code sections 1031, and must pass a peace officer's background investigation prior to appointment. In addition, appointees must be eligible for and receive Peace Officer Standards and Training (P.O.S.T.) certification. Specialized P.O.S.T. Basic requirements for this position include: successful completion of the PC 832 course (Peace Officers Firearms and Arrest Procedures) and successful completion of the Basic Death Investigation course. An appointee may assume office pending completion of the PC832 course and full POST certification, but these requirements must be met within one year of appointment.

Note: This class is exempt from Civil Service appointment under Section 10.104.05 of the City Charter.

Effective Date: 01-12-64

Amended Date: 11-02-73

Amended Date: 01-04-78

Retitled and Amended Date: 3/2/01

Reason for Amendment: to re-title and to accurately reflect the current legal requirements, professional standards, tasks, knowledges, skills and abilities for this class.

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(NEW CLASS)

CLASS TITLE: HEALTH WORKER I

CODE: 2585

CHARACTERISTICS OF THE CLASS:

Under the close supervision and guidance of health professionals and para-professionals, performs a wide variety of well-defined duties designed to aid and encourage members of the community to utilize Health Department services; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the first level in the Health Service Career Ladder. The Health Worker I is expected to interpret community social, political, and cultural patterns to other program staff; he must be able to communicate effectively with community residents as well as program staff. The Health Worker I will spend up to 50 per cent of work time in orientation and training in health skills needed for increasing job competence and as preparation for promotion to higher levels in the Health Services Career Ladder.

EXAMPLES OF DUTIES:

1. Participates in an intensive training program in order to become familiar with community resources; provides general advice to patients and others regarding available services; provides assistance to patients in utilizing available health and community resources.
2. Receives, registers and routes patients reporting for treatment or other assistance at program facilities; sets up and cleans up after clinics and other meetings; maintains needed supplies; may collect patient specimens for required lab tests.
3. May provide language interpretation services for patients; may translate letters, pamphlets, booklets, films and other materials.
4. Assists patients in making appointments for needed services; assists in guiding and processing patients through clinics, hospitals, and other facilities; visits patients and community residents at home or in hospitals to provide assistance and support.
5. Performs routine clerical tasks related to maintaining records of the particular program in which involved.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of the ninth grade, supplemented by a background of at least one year of personal experience which demonstrates an interest in and general knowledge of community health needs.

Special Requirements: Certain positions in this classification may require a minimum residency period in specified community districts, a specific bilingual skill, and a bicultural background. Firsthand experience of certain health problems including successful reatilitation from such problems, may also be required.

Knowledge, Abilities and Skills: Requires some knowledge of the ethnic, economic and social factors affecting the residents of the neighborhood served by the health program.

Requires ability to: Speak, read and write English as well as the language predominant in the district served; communicate with the clients of the program; work effectively with professional and other staff members.

CLASS TITLE: HEALTH WORKER I

CODE: 2585

PROMOTIVE LINES:

To: 2586 Health Worker II

From: Original Entrance Examination

Adopted: December 18, 1972

CLASS TITLE: HEALTH WORKER II

CODE: 2586

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a wide variety of paraprofessional duties in a service program of the Department of Public Health; functions as a liaison between community residents and program staff; provides counseling and advice to patients regarding health problems; may supervise Health Worker I; may drive or accompany patients between their homes, hospitals or other social agencies; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the second level in the health service career ladder. Health Worker II differs from Health Worker I in that employees in the former classification require less supervision and exercise greater independent judgment. Some positions require driving a motor vehicle in the performance of duties; (incumbents are not qualified to drive an ambulance.)

EXAMPLES OF DUTIES:

1. Participates, but to a lesser degree than Health Worker I, in the health service training program.
2. Advises patients and others regarding health care and other facilities available to them; assists patients in utilizing such services; makes follow-up contacts when required.
3. Serves as liaison between the professional staff and the community.
4. May provide language interpretation services in contacts with non-English speaking clients.
5. Assists in gathering and evaluating data concerning the program to which assigned; may perform incidental clerical duties such as keeping records, answering the telephone and arranging client appointments.
6. May transport ambulatory patients between their homes and clinics, hospitals or other social agencies; may transport staff members to meetings with administration approval; reports malfunctions of the vehicle to supervisor.
7. May pick up and deliver supplies and equipment, including high-security pharmaceutical supplies, laboratory tests and mail.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least one year of experience similar to those of Health Worker I; or two year's experience as a Health Worker I; or an equivalent combination of training and experience.

Special Requirements: Certain positions in this classification may require a minimum residency period in specified community districts, a specific bilingual skill and a bicultural background. First-hand experience of certain health problems, including successful rehabilitation from such problems may also be required.

License: Must possess a valid Calif. Driver's License for positions requiring driving.

Knowledge, Abilities and Skills: Requires a good knowledge of the ethnic, economic and social factors affecting the residents of the neighborhood served by the health program.

CLASS TITLE: HEALTH WORKER II

CODE: 2586

MINIMUM QUALIFICATIONS: (contd)

Requires ability to: Speak, read and write English as well as the language predominant in the district served; communicate with the clients of the program; work effectively with professional and other staff members.

PROMOTIVE LINES:

To : 2587 Health Worker III

From: 2585 Health Worker I
Original entrance examination

Adopted: 12/18/72

Amended: 8/18/75

(NEW CLASS)

CLASS TITLE: HEALTH WORKER II

CODE: 2586

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a wide variety of para-professional duties in a service program of the Department of Public Health; functions as a liaison between community residents and program staff; provides counseling and advice to patients regarding health problems; may supervise Health Worker I; and perform related duties as required.

DISTINGUISHING FEATURES:

This is the second level in the Health Service Career Ladder. Health Worker II differs from Health Worker I in that employees in former classification require less supervision and exercise greater independent judgment.

EXAMPLES OF DUTIES:

1. Participates, but to a lesser degree than Health Worker I, in the health service training program.
2. Advises patients and others regarding health care and other facilities available to them; assists patients in utilizing such services; makes follow-up contacts when required.
3. Serves as liaison between the professional staff and the community.
4. May provide language interpretation services in contacts with non-English speaking clients.
5. Assists in gathering and evaluating data concerning the program to which assigned; may perform incidental clerical duties such as keeping records, answering the telephone and arranging client appointments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least one year of experience similar to those of Health Worker I; or two year's experience as a Health Worker I; or an equivalent combination of training and experience.

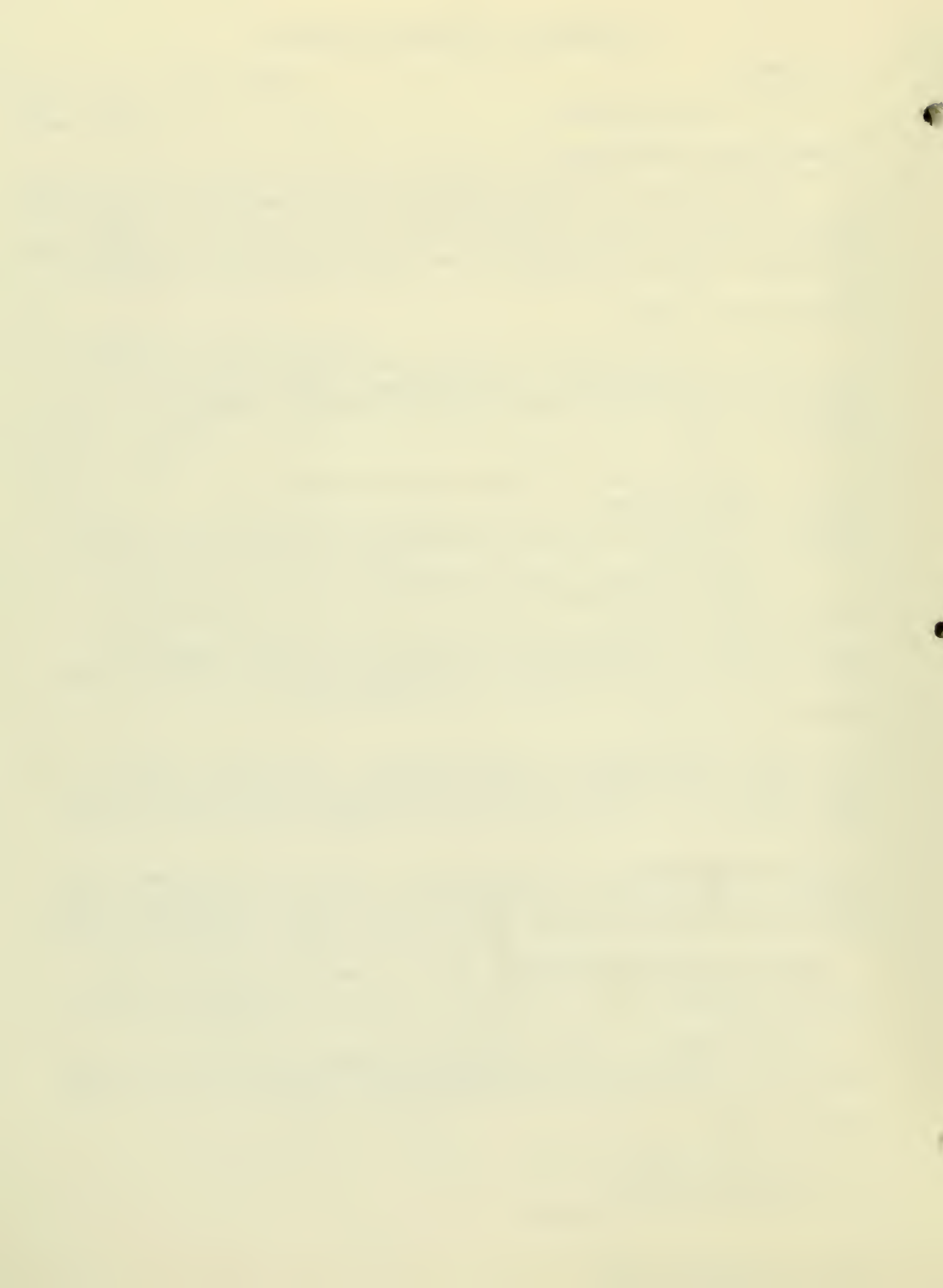
Special Requirements: Certain positions in this classification may require a minimum residency period in specified community districts, a specific bilingual skill and a bicultural background. Firsthand experience of certain health problems including successful rehabilitation from such problems, may also be required.

Knowledge, Abilities and Skills: Require a good knowledge of the ethnic, economic and social factors affecting the residents of the neighborhood served by the health program.

Requires ability to: Speak, read and write English as well as the language predominant in the district served; communicate with the clients of the program; work effectively with professional and other staff members.

PROMOTIVE LINES:

To: 2587 Health Worker III
From: 2586 Health Worker I
Original Entrance Examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HEALTH WORKER III

DOCUMENTS DEPT.

CODE: 2587

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a wide variety of the more difficult paraprofessional duties in a service program of the Department of Public Health; works with professional staff in extending effective services to clients of the program served; plans, develops, and follows through on all contacts and cases; may supervise a small staff of workers, primarily Health Worker I and II; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the third level in the Health Service Career Ladder. The Health Worker III differs from Health Worker II in that the former is assigned the more difficult and responsible paraprofessional duties, and works under a lesser degree of supervision and has a greater latitude for independent judgement. Health Worker III may be assigned to supervise the work of a small staff of employees in lower classifications.

EXAMPLES OF DUTIES:

1. In therapeutic rehabilitation programs, assists in the planning of recreational, educational, and work therapy activities.
2. Interviews and screens patients, identifies patient's general condition and assists in assessing specific patient conditions and in treatment planning in conjunction with professional staff; may perform crisis intervention activities.
3. Represents program staff in meetings with local community groups and governmental and social agencies to provide information on the activities and goals of the assigned program.
4. As a part of a therapeutic program, may conduct craft, recreation, and other activity groups; as directed, may assist in conducting therapy sessions with professional supervision.
5. Maintains records incidental to other assigned duties, including patient's charts; may conduct surveys and operates technical equipment.
6. Supervises others, primarily in the lower Health Worker classifications.
7. When assigned to a specialized activities program, plans, implements, supervises, coordinates, publicizes, evaluates and documents the activities for patients, including social, creative, educational, physical and religious programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least three years of experience performing duties similar to those of Health Worker II; OR two years of experience as a Health Worker II; OR an equivalent combination of training and experience.

Special Requirements: Certain positions in this classification may require a minimum residency in specified community districts, specified bilingual and/or bicultural skills and experience, firsthand experience of certain health problems including successful rehabilitation from such problems, or other such requirements as the needs of a specified program may dictate.

CLASS TITLE: HEALTH WORKER III

CODE: 2587

MINIMUM QUALIFICATIONS: (Cont.)

When assigned to a specialized activities program, requires either two years of experience in a social or recreational program, one of which was in a patient activities program in a health care setting; OR registration as an art, dance, music, recreational or occupational therapist or occupational therapy assistant, with the appropriate national association; OR possession of a Baccalaureate or Master's Degree with a major in one of the following therapies: art, dance, music, recreational or occupational therapy; or certification as an Activity Leader from a recognized educational institution whose course has been approved by the California State Department of Health Services.

Knowledges, Abilities and Skills: Should have a general knowledge of the ethnic, economic and social factors affecting the residents of the neighborhood served by the health program and the ability to speak, read and write English as well as the language predominant in the district served.

When assigned to a specialized activities program, requires knowledge of the principles of activity therapy and of the health and emotional problems of the chronically ill, aged and disabled.

When assigned to a specialized activities program, requires abilities to evaluate the capabilities, needs and interests of the individual patients and to plan, organize and implement activity programs for both individuals and groups.

PROMOTIVE LINES:

TO: 2588 Health Worker IV

FROM: 2586 Health Worker II
Original entrance examination

ADOPTED: December 18, 1972

AMENDED: May 5, 1980

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HEALTH WORKER IV

CODE: 2588

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises, coordinates, and instructs a staff of paraprofessional workers in a service program of the Public Health Department; participates in organizing and directing in-service training activities for Health Workers; provides administrative supervision for Health Workers and assists in planning for their most effective use in the assigned program; provides community-oriented direct and indirect services; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the fourth level in the Health Service Career ladder. The Health Worker IV differs from Health Worker III in that the former will usually be assigned to supervise a staff composed of Health Workers and others, and may be assigned responsibility for the supervision of a specific program or program component.

EXAMPLES OF DUTIES:

1. May supervise a specific health or rehabilitation program; plans, directs, and coordinates the educational, recreational, therapeutic and work projects of the program participants as directed by professional staff.
2. Supervises and trains lower classification of paraprofessional personnel in the skills required for successful performance of their assigned duties; assists in preparation of in-service training materials; provides liaison with Team Leaders regarding function and performance of Health Workers I, II, and III.
3. Meets with representative of the local community and professional and social agencies to inform them of the scope of available treatment programs and to elicit their cooperation and support; provides community education services.
4. Assists in planning and execution of programs and operations, research projects, and reports, as directed; evaluates data and suggests programs in the preventive areas of social and health adjustments.
5. May interview and screen program clients, identifying general client condition; performs crisis intervention activities under professional direction; provides broad social counseling activities and assists in group therapy sessions.
6. When assigned to a specialized activity program, is responsible for supervising the program on specified wards or units and/or assisting the director of the program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of experience performing duties similar to those of Health Worker III; OR two years of experience as a Health Worker III; OR an equivalent combination of training and experience.

Special Requirements: Certain positions in this classification may require a minimum residency in a specified community district, specified bilingual and/or bicultural skills and experience, firsthand experience of certain health problems and including successful rehabilitation from such problems, or other such requirements as the needs of a specific program may dictate.

CLASS TITLE: HEALTH WORKER IV

CODE: 2588

MINIMUM QUALIFICATIONS: (Cont.)

When assigned to a specialized activities program, requires six months of supervisory experience in addition to: either two years of experience in a social or recreational program, one year of which was in a patient activities program in a health care setting; OR registration as an art, dance, music, recreational or occupational therapy assistant, with the appropriate national association OR certification as an Activity Leader from a recognized educational institution whose course has been approved by the California State Department of Public Health Services.

Knowledges, Abilities and Skills: Must have a comprehensive knowledge of the ethnic, economic and social factors effecting the residents of the neighborhood served by the health program and the ability to read, speak, and write English as well as the language predominant in the district service; physical and emotional symptoms and resources available for their resolution; community services and agencies; group methods and techniques of mental health education; health program principles.

When assigned to a specialized activities program, requires good working knowledge of: the principles of activity therapy; the health and emotional problems of the chronically ill, aged and disabled; requires basic knowledge of budget preparation.

Requires ability to: assume a high degree of responsibility; undertake supervisory duties; provide effective liaison between staff, patients, neighborhood residents, and programs involving these groups.

When assigned to a specialized activities program, requires ability to: supervise, train and work with others, including activity leaders and volunteers; coordinate overall activity program with activity leaders' and volunteers' schedules; implement activity programs; evaluate the capabilities, needs and interests of individual patients.

PROMOTIVE LINES:

TO: 2589 Health Program Coordinator I

FROM: 2587 Health Worker III
Original entrance examination

ADOPTED: December 18, 1972

AMENDED: May 5, 1980

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: HEALTH PROGRAM COORDINATOR I

CODE: 2589

CHARACTERISTICS OF THE CLASS:

Under supervision of a health team leader, supervises, coordinates and instructs in any phase of the community services of a public health or community mental health program, such as program planning, evaluation, community relations, etc.; and performs related duties as required.

Requires responsibility for: supervising the activities of para-professional workers in a community health program; establishing and maintaining liaison between a community health facility and a wide variety of public and private agencies and community groups and representatives; providing information to interested parties regarding the range of available community health programs; training para-professional staff.

EXAMPLES OF DUTIES:

1. Supervises activities of para-professional workers in assigned programs; assists Health Program Coordinator II and trains Health Workers.
2. Arranges meetings with local community groups, such as churches, schools, and business organizations, informing them of the range of health programs.
3. Coordinates activities of Drop-In Centers and supervises the establishment of new units; meets with executive level representatives of the local community and professional and social agencies to inform them of the various health programs and coordinates efforts of such agencies as they relate to existing health programs.
4. Assists in planning and execution of routine programs and operations including preparation of objectives and means to achieve program proposals, research preparation and other regular reports as required.
5. Establishes liaison with local government and social agencies such as parole, social services, hospitals, and police to inform them of the available resources for persons in need of health care services.

MINIMUM QUALIFICATIONS:

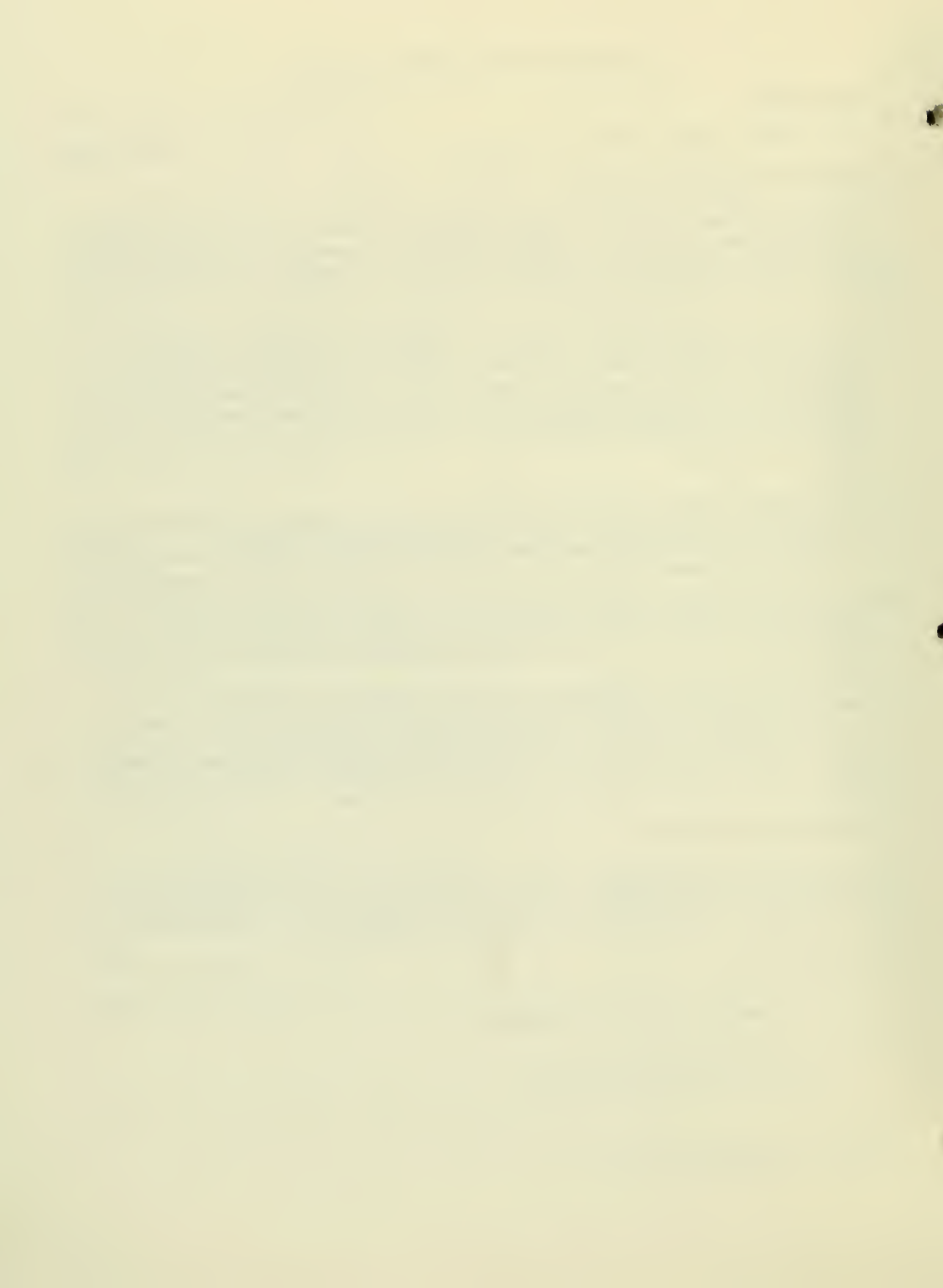
Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, supplemented by one year of experience in a community health program; or two years of experience as a Health Worker IV; or an equivalent combination of training and experience.

PROMOTIVE LINES:

To: 2591 Health Program Coordinator II

From: 2588 Health Worker IV
Original Entrance Examination

Adopted: December 18, 1972



CLASS TITLE: REHABILITATION PROGRAM WORKER I

CODE: 2590

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, learns beginning-level subprofessional rehabilitation work in a therapeutic rehabilitation program for alcoholism or drug abuse in a facility of Community Mental Health Services; and performs related duties as required.

Requires responsibility for: Performing clerical duties; regular contact with individuals, groups, and agencies in providing information regarding the program; assisting staff and participants in the work of the therapy team; learning the skills necessary to perform the nonprofessional work of the program.

DISTINGUISHING FEATURES:

This is the entrance-level classification in a subprofessional rehabilitation series designed to staff self-help residential programs and other therapeutic programs for alcoholism or drug abuse operated by Community Mental Health Services. This subprofessional staff will utilize experience of personal rehabilitation and/or of participation as a staff member in a therapeutic program in the areas of alcoholism or drug abuse as a basis for assisting participants of the therapy programs toward rehabilitation and return to society. In resident programs, this staff may live in the therapeutic community and be available on a 24-hour basis.

EXAMPLES OF DUTIES:

1. Assists the program staff in publicizing the program and issuing information regarding the activities and functions of the program.
2. Performs clerical duties such as keeping records, answering the telephone, and arranging appointments for clients of the program.
3. Assists the therapy team in conducting sessions of the therapy group.
4. Assists in gathering and evaluating data relevant to activities and functions of the program.
5. Maintains an up-to-date list of job openings and housing resources in the community.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or the equivalent plus a background which demonstrates personal interest in and understanding of the goals of a therapeutic rehabilitation program for alcoholism or drug abuse and the ability to communicate effectively with clients of such a program; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a knowledge of the sociological and psychological orientation of the group served, as well as some knowledge of job finding, job placement, job requirements, and housing resources in the community.

CLASS TITLE: REHABILITATION PROGRAM WORKER I

CODE: 2590-Cont'd

Requires ability to: Secure the trust and cooperation of the program's clients; work effectively with professional and other staff members in performing the work of the therapy program.

PROMOTIVE LINES:

To: 2592 Rehabilitation Program Worker II

From: Original entrance examination

ADOPTED: 9/2/69

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: HEALTH PROGRAM COORDINATOR II

CODE: 2591

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs highly complex tasks relative to the operation of community health programs including administrative, personnel and management functions in an area of assigned responsibility; supervises the activities of a staff of health professionals and para-professionals in area of assigned responsibility, and performs related duties as required.

Requires responsibility for: planning, developing, and coordinating the activities of one or more units of a community health facility; supervising and training professional and para-professional staff in planning, execution, and evaluation of program needs and projects of the assigned unit; maintaining liaison between the assigned unit and a wide variety of business, labor and industrial organizations, and public, private, and community organizations and agencies.

EXAMPLES OF DUTIES:

1. Plans, develops and coordinates the activities of one or more facilities of a community health facility, such as day care programs, residential treatment facilities, or store front drop-in centers.

2. Supervises professionals who are engaged in planning, execution and evaluation of the needs and projects within the community, agency or group; initiates plans and assignments and reviews the regular and special work of staff; as necessary, trains and instructs members of this staff.

3. Coordinates activities, develops and implements systems to be used, initiates policy and plans overall operations within facilities; assesses and determines goals and priorities of particular program.

4. Maintains liaison with business, labor and industrial organizations, and public, private and community organizations and agencies, to render advice on program policies, seek improvements in facilities and activities, and to perform other related activities.

5. Prepares budget projections for new and existing programs including space needs, patient costs, administrative needs and costs; prepares grant proposals for new community health programs and services.

MINIMUM QUALIFICATIONS:

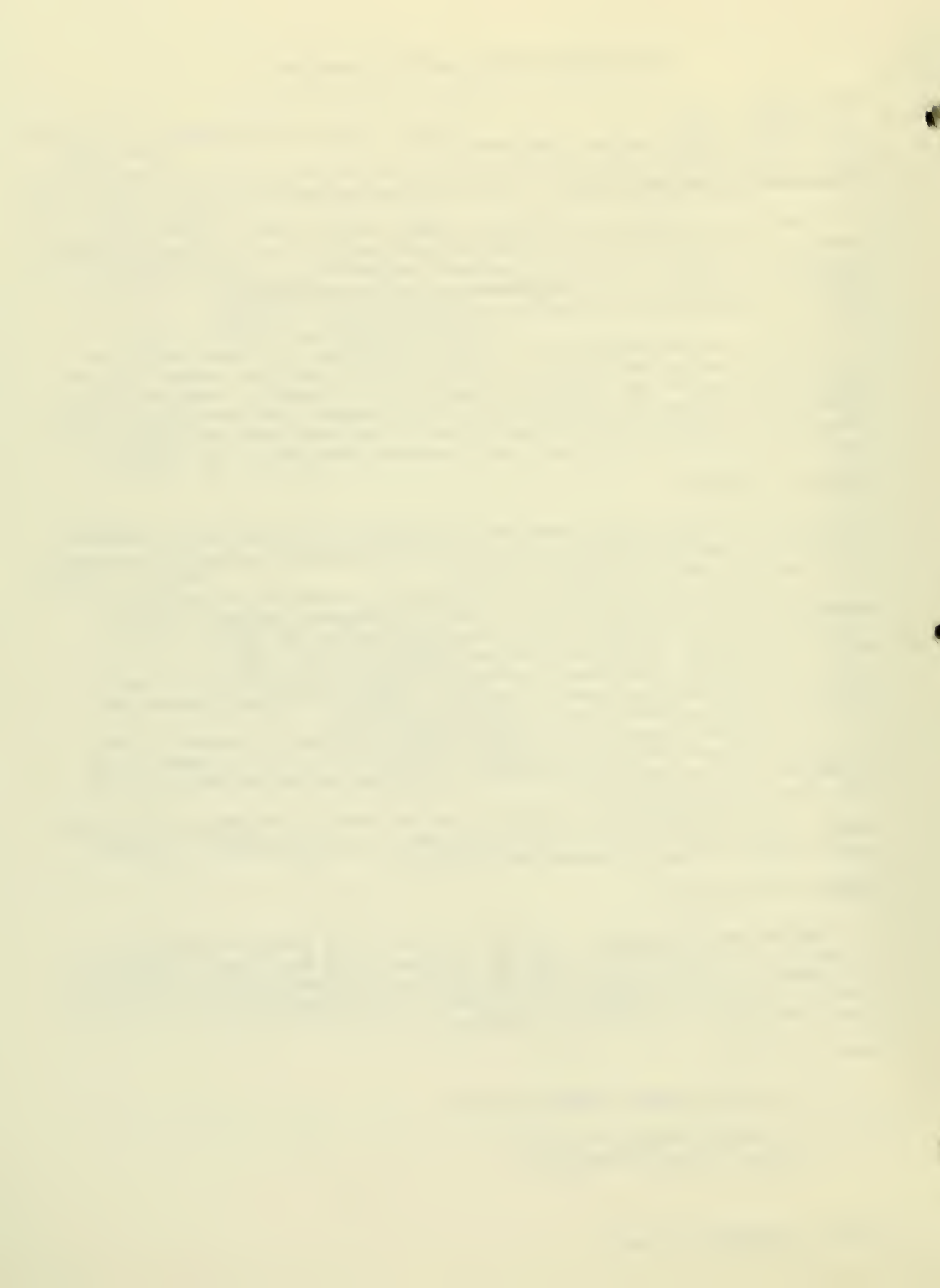
Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, supplemented by three years of experience in a community health program including one year in a supervisory or administrative capacity; two years of experience as a Health Program Coordinator I; or an equivalent combination of training and experience.

PROMOTIVE LINES:

To: 2593 Health Program Coordinator III

From: 2589 Health Program Coordinator I
Original Entrance Examination

Adopted: December 18, 1972



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: REHABILITATION PROGRAM WORKER II

CODE: 2592

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs subprofessional rehabilitation work of average difficulty in a therapeutic rehabilitation program for alcoholism or drug abuse in a facility of Community Mental Health Services; and performs related duties as required.

Requires responsibility for: Cooperating with staff and clients in providing counseling and rehabilitation services as a subprofessional member of a therapy team; regular contact with individuals, groups and local government and social agencies in providing information regarding the program; developing personal knowledge and skills as needed to successfully perform the subprofessional work of the therapy program; assisting Rehabilitation Program Worker III and participating in the training of Rehabilitation Program Worker I.

DISTINGUISHING FEATURES:

This is the journeyman-level classification in a subprofessional rehabilitation series designed to staff self-help residential programs and other therapeutic programs for alcoholism or drug abuse operated by Community Mental Health Services. This subprofessional staff will utilize experience of personal rehabilitation and/or of participation as a staff member in a therapeutic program in the areas of alcoholism or drug abuse as a basis for assisting participants of the therapy program toward rehabilitation and return to society. In resident programs, this staff may live in the therapeutic community and be available on a 24-hour basis.

EXAMPLES OF DUTIES:

1. As a subprofessional member of a therapeutic team, works with program clients in groups or individually, within the therapeutic community, in hospitals, or in other facilities as requested.
2. Represents the program staff in meetings with local community groups and governmental and social agencies to provide information on the activities and goals of the therapy program.
3. Participates in educational and concept seminars and groups related to the rehabilitation of patients.
4. Assists in planning recreational, educational, and work therapy activities.
5. Develops on-going relations in the community among employers in order to compile a list of job possibilities or volunteer work; also compiles a list of housing resources for clients.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or the equivalent, plus one year of experience participating in a therapeutic program for alcoholism or drug abuse as a staff member, resident, patient, or client; or an equivalent combination of training and experience which demonstrates personal interest in and understanding of the goals of a therapeutic rehabilitation program for alcoholism or drug abuse, as well as the abilities needed to work effectively with staff and clients of such a program.

CLASS TITLE: REHABILITATION PROGRAM WORKER II

CODE: 2592 - cont'd

Knowledge, Abilities and Skills: Requires a working knowledge of: The sociological and psychological orientation of the group served; job finding, job placement, job requirements, and housing resources in the community.

Requires ability to: Secure the trust and cooperation of the program's clients; work effectively with professional and other staff members in carrying out the work of the therapy program.

PROMOTIVE LINES:

To : 2594 Rehabilitation Program Worker III

From: 2590 Rehabilitation Program Worker I
Original entrance examination

ADOPTED: 9/2/69

(NEW CLASS)

CLASS TITLE: HEALTH PROGRAM COORDINATOR III

CODE: 2593

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and complex administrative tasks relative to program planning and evaluation, management, community development and action, consultation, training, and other assignments related to the development and coordination of community health programs.

Requires responsibility for: planning, developing, and coordinating the activities of one or more units of a community health facility; supervising and training professional and para-professional staff in planning, execution, and evaluation of program needs and projects of the assigned unit(s); maintaining liaison between the assigned unit(s) and a wide variety of business, labor, and industrial organizations, and public, private, and community organizations and agencies.

EXAMPLE OF DUTIES:

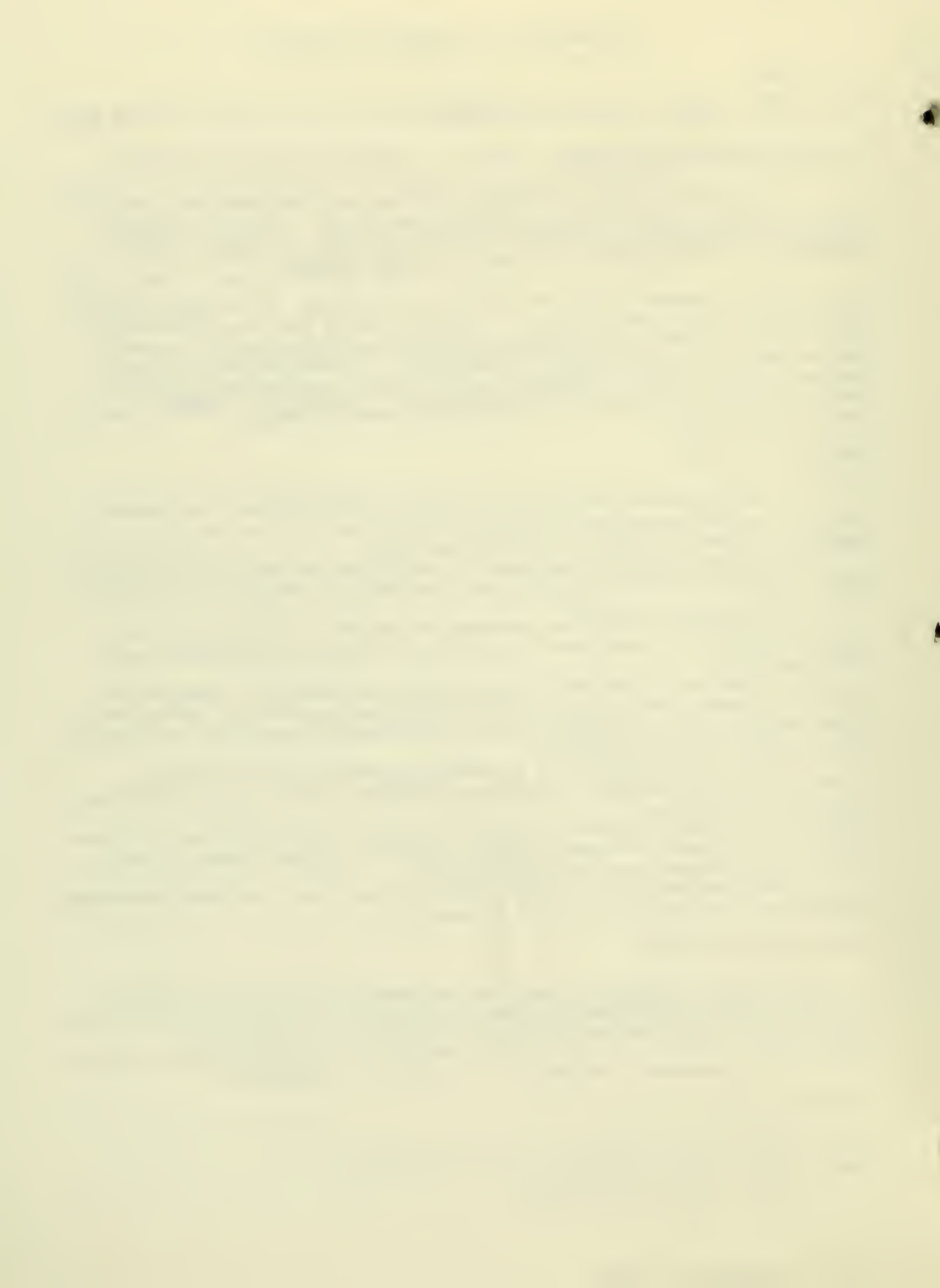
1. Coordinates the development of various health services and programs and the planning, execution and evaluation of the work of the facilities, agencies or community groups with which they work.
2. Initiates plans and assignments, and reviews the regular and special work of assigned staff; trains, instructs and evaluates members of this staff as necessary.
3. Coordinates activities, develops and implements systems to be used, initiates policy and plans overall operations; assesses and determines goals and priorities.
4. Maintains liaison with business, labor and industrial organizations, and public, private and community organizations and agencies, to render advice on program policies, seek improvement in facilities and activities, and performs other important liaison functions.
5. May serve as Director of a specialized service of the facility; responsible for the planning, organizing, staffing, directing, and controlling the particular service.
6. May conduct a program to develop effective training techniques related to the various phases of community health activities; plans course of study, implements it and evaluates its effectiveness.
7. May represent the Clinical Director at high level meetings, conferences, and seminars; performs related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, supplemented by five years of experience in a community health program including two years in a supervisory or administrative capacity; or two years of experience as a Health Program Coordinator II; or an equivalent combination of training and experience.

PROMOTIVE LINES:

To: 2246 Assistant Director of Clinical Services I
From: Health Program Coordinator II
Original Entrance Examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EMPLOYEE ASSISTANCE COUNSELOR

CODE: 2594

CHARACTERISTICS OF THE CLASS:

Under supervision, provides pre-treatment assessment, short term counseling and referral of City and County employees experiencing job performance difficulties related to personal problems such as alcohol and chemical abuse, emotional, legal, financial and/or marital problems; conducts group sessions and workshops on alcohol and drug misuse and other issues related to job performance; provides consultation and follow-up to supervisory and union personnel regarding employee recovery; prepares records and reports; and performs related duties as required.

DISTINGUISHING FEATURES:

The Employee Assistance Counselor is distinguished from the higher level Senior Employee Assistance Counselor in that the former provides direct services to clients under the supervision of the Senior Employee Assistance Counselor, who assumes broader responsibilities which include the development and implementation of management training programs.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Provides pre-treatment assessment, brief counseling and referral services to employees of the City and County experiencing job performance difficulties related to personal problems such as alcohol and chemical abuse and emotional, legal, financial and/or marital problems to reduce the impact of such problems on work performance.
2. Consults with supervisors, union representatives and family members regarding specific issues of individual employees in conformance with program and confidentiality policies; analyzes job performance data and recommends specific methods or techniques to resolve performance problems including appropriate supervisory interventions.
3. Conducts prevention and pre-treatment groups and workshops on alcohol and drug misuse and other personal and interpersonal issues including workplace attitudes and climate and their impact on job performance.
4. Conducts follow-up interviews with employees, supervisors and union representatives to determine the effectiveness of services provided.
5. Conducts training sessions for first level supervisory personnel regarding program services and early identification and referral of employees with job performance difficulties related to personal problems.
6. Collects client and program data for tracking on the management information system and statistical analysis; prepares related records and reports.

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QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of substance abuse treatment modalities and the effects of chemical dependency on the workplace; public and private community resources; organizational behavior and group dynamics.

Ability to: assess scope of problems related to performance difficulties and plan an appropriate course of action; conduct prevention and pre-treatment workshops of chemical dependency and other issues related to job performance; prepare clear and concise reports; and communicate effectively both verbally and in writing.

ADOPTED: 1-8-87

#0152b

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR EMPLOYEE ASSISTANCE COUNSELOR

CODE: 2595

CHARACTERISTICS OF THE CLASS:

Under general supervision, provides direction and supervision to a team of counselors engaged in the assessment, short term counseling and referral of City and County employees who have experienced job performance difficulties related to personal problems such as alcohol and drug abuse, emotional, financial, legal, or marital problems; provides managerial and supervisory consultation and training regarding program services and early identification and referral of employees to the program; provides pre-treatment assessment, brief counseling and/or crisis intervention for employees and their families; collects and analyzes program data to track clients and evaluate services; prepares records and reports; and performs related duties as required.

DISTINGUISHING FEATURES:

The Senior Employee Assistance Counselor is distinguished from the lower level Employee Assistance Counselor in that the former provides professional direction and supervision to a team of journey level Employee Assistance Counselors and assumes major responsibility for the development and presentation of managerial training sessions. The class is distinguished from the higher level Employee Referral Program Director in that the latter supervises the Senior Employee Assistance Counselor and assumes ultimate responsibility and accountability for the entire Employee Assistance Program.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Selects, trains and evaluates a team of journey level counselors primarily engaged in the pre-treatment assessment, brief counseling, information and referral of clients experiencing job performance difficulties related to drug and alcohol abuse, marital, financial, family, legal, or other personal problems.
2. Develops and conducts educational and training sessions for departmental, managerial, supervisory, and union personnel regarding employee assistance program services, and early identification and referral of employees with job performance problems related to personal issues.
3. Provides consultation to departmental managers, supervisors, union personnel, and family members regarding specific issues of individual employees; recommends specific methods or techniques for resolving performance problems, including appropriate managerial and supervisory interventions.
4. Provides crisis intervention, short term counseling and conflict resolution services to employees who are either self-referred or directed to the program by supervisory staff; conducts follow-up interviews with managers, supervisors, unions and employees to determine the effectiveness of services provided.
5. Participates in the assessment of the quality and suitability of community programs for EAP clients; functions as liaison between community based programs and the Employee Assistance Program.

DOCUMENTS DEPT.

MAR 12 1987

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CLASS TITLE: SENIOR EMPLOYEE ASSISTANCE COUNSELOR

CODE: 2595

EXAMPLES OF DUTIES: (Cont.)

6. Collects and analyzes program data such as program activity statistics and results of questionnaire surveys to evaluate services and identify program needs; prepares related reports.

7. Assumes program administration responsibilities in the absence of the director.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of substance abuse treatment modalities and the effects of chemical dependency in the workplace; public and private community resources; organizational behavior and group dynamics.

Requires the ability to design and implement survey questionnaires and analyze data; develop and present management training programs; prepare clear and concise reports; and communicate effectively, both verbally and in writing.

ADOPTED: 1-8-87

#0153b

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EMPLOYEE REFERRAL PROGRAM DIRECTOR

CODE: 2596

CHARACTERISTICS OF THE CLASS:

Under administrative direction is responsible for directing the Employee Referral Program of the City and County of San Francisco; trains supervisory, union and other personnel in how to use the program; functions as a liaison between the Program and departments, unions and community agencies; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a one-position classification, responsible for directing the Employee Referral Program of the City and County of San Francisco. The goals of the Employee Referral Program are to provide assistance to employees whose personal problems, including alcoholism, drug abuse, family or marital problems and emotional stress, are affecting job performance. Such assistance is provided before disciplinary action is taken by the department. The program offers confidential service to which employees may self-refer before their problems become severe enough to affect job performance. The services offered by the Program in order to achieve these goals include information, counseling, referral, consultation and training.

EXAMPLES OF DUTIES:

1. Directs the Employee Referral Program by planning, implementing, coordinating and evaluating the services offered by the program; supervises program staff and daily operations; prepares related program documents.
2. Trains supervisory and other employees and union personnel in the philosophy and use of the program and in dealing with performance problems; provides alcohol, drug and mental health education.
3. Coordinates the implementation of the program in specific City and County departments by negotiating policies and procedures with employee representatives and department management.
4. Functions as liaison between the Employee Referral Program and community agencies.
5. Provides professional diagnostic and referral service for employees with alcoholism, drug abuse, family or marital problems, emotional stress, financial or other personal problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of a Master's Degree from an accredited school with major course work in rehabilitation counseling, industrial psychology, health education, social welfare or a related field.

Requires four years of experience in a treatment or rehabilitation program, at least two years of which must have been in the field of alcoholism and includes experience in community liaison work.

CLASS TITLE: EMPLOYEE REFERRAL PROGRAM DIRECTOR

CODE: 2596

MINIMUM QUALIFICATIONS: continued

Knowledge, Abilities and Skills: Requires both broad and specific knowledge of: drug and alcohol problems and mental illness; of various alcohol treatment philosophies and modalities; of resources available for treatment of the above problems and employee assistance "broad brush" occupational programs; the roll of supervisor, employee evaluation and counseling.

Requires the ability to: formulate, implement, coordinate and evaluate a comprehensive employee referral program, write reports and prepare effective brochures.

Requires clinical treatment and community organization skills; above average personal communication and organization skills as well as skill in the application of a variety of training techniques.

PROMOTIVE LINES:

TO: 2246 Assistant Director of Clinical Services I

FROM: To be determined

ADOPTED: 6-15-70

AMENDED: 5-2-77

CLASS TITLE: EMPLOYEE REFERRAL ASSISTANT

CODE: 2597

CHARACTERISTICS OF THE CLASS:

Under supervision, performs responsible referral and counseling activities in relation to the employee rehabilitation program; functions as advisory and referral agent for the employee and supervisory personnel; analyzes personnel data and other records; recommends referral action on basis of findings; works with employee supervisors, union representatives and departmental representatives in attempting to guide the employee to a successful recovery.

Requires responsibility for: Carrying out and explaining established referral methods and procedures to departmental managers, employees and others; preventing loss of man hours through unsatisfactory work performance by assisting in the early identification and treatment of problem employee drinkers; recommending referral agencies; making regular contacts with employees, their supervisors and others concerned; gathering, compiling and reviewing important personal and confidential information.

EXAMPLES OF DUTIES:

1. Interviews and discusses personnel records with employee; obtains and researches case histories and records by contacting employee supervisors and department personnel officers; analyzes personnel records to determine cause of employee behavior.

2. Evaluates information obtained; may refer employee to outside agencies utilizing community, public and private resources; may follow-up with employee's supervisors as to continuing job performance; may be required to contact and survey outside facilities.

3. Participates in meetings with medical and mental health personnel to discuss individual employees and methods of program development; coordinates, plans and participates in educational meetings and seminar discussions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in social service, industrial science, psychology, sociology, personnel management, or a related field.

Requires three years' experience participating in a program for alcoholics or related administrative experience as a staff member; or an equivalent combination of training or experience which demonstrates personal interest or an understanding of the goals and the alcoholic program. One year of graduate study in an accredited graduate school may be substituted for one year of experience.

Knowledge, Abilities and Skills: Requires knowledge of the methods of dealing effectively with the alcoholic; of community public and private resources available, and of pertinent rules and regulations relating to City and departmental personnel practices and procedures.

Requires considerable discretion and ability to communicate with alcoholics in various job categories and with department supervisors and personnel. Must be skilled in interpretation of reports and personnel records and in writing and analyzing case histories.

PROMOTIVE LINES:

To : 2596 Employee Referral Program Director

From: Original examination

ADOPTED: 12/7/70

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JOB CODE TITLE: ASSISTANT MEDICAL EXAMINER

JOB CODE: 2598

Business Unit: COMMN

Definition: Under the administrative, legal and medical supervision and direction of the Chief Medical Examiner, incumbents in this class perform difficult and specialized professional medical work in the field of forensic medicine, which requires advanced and specialized education, training and experience. Incumbents in this class serve as an Assistant Medical Examiner in accordance with state law.

Distinguishing Features: The duties of the class involve the evaluation of injuries and evidence in the living and the medico-legal investigation of death. As such, the Assistant Medical Examiner is distinguished from other medical specialties by the required specific training and experience and board certification in the subspecialty of forensic pathology. This class is distinguished from class 2584 Chief Medical Examiner in that the latter class is designated by the State of California as the legal authority for medico-legal investigations in the county and is responsible for directing the activities of the department.

Supervision Exercised: May supervise Medical Examiner's Investigators, residents or fellows during scene investigations. May supervise Forensic Autopsy Technicians during the medico-legal autopsy and Medical Examiner's Investigators during the continued investigation of a case.

Examples of Important and Essential Duties: According to the Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list.

1. In accordance with California Penal Code Section 830.35, the Medical Examiner and his investigators are peace officers. California Government Code 27530 states that in the absence of the Medical Examiner, his investigators may discharge the duties of his office. Therefore, the Assistant Medical Examiner, acting under the authority of the Chief Medical Examiner, legally represents and acts for him in his absence.
2. Utilizing the principles of Forensic Medicine, Criminalistics and the Forensic Sciences, and in accordance with recognized professional and legal standards, examines living or deceased individuals either at the scene or at other facilities for the purpose of determining the timing, nature, and age of injuries; interprets, documents and collects evidence potentially appropriate to criminal proceedings; performs forensic autopsies; examines tissues removed during those procedures in the preparation of microscopic reports along with the appropriate interpretations of the pathologic and toxicology data necessary to determine the cause of death. Ensures that all assigned staff are compliant with blood borne pathogen regulations, biohazard, injury and illness prevention safety standards and forensic safety requirements.
3. Performs forensic autopsies in accordance with the standards of the National Association of Medical Examiners and the policies of the San Francisco Medical Examiner's Office; examines tissue and evidence recovered at autopsy; aids the Chief Medical Examiner in the determination of the cause, circumstances and manner of death, as required by law. Maintains knowledge of current professional standards related to the performance of forensic autopsies and the interpretation of findings by review of forensic journals, professional training and conferences.
4. Reviews detailed and complex medical records, x-rays and photographs for the purpose of interpreting the medical data as it relates to the legal issues of a particular case.
5. Confers with, and at the direction and approval of the Chief Medical Examiner, dictates medical findings and prepares the official and legal case records of the Medical Examiner's Office, as required by law, based upon their observations, interpretations and professional judgement.

6. Functions as part of the investigating team, conferring with law enforcement officers, Assistant District Attorneys, Assistant Public Defenders, and other investigators regarding the interpretation and significance of their findings; reconstructs or works with other investigator members of the team; represents the Medical Examiner's Office in interpreting the evidence and explaining the interpretation and mechanisms of injuries in courts of law through testimony as an expert witness.
7. May testify at a Medical Examiner's Inquest as to findings, and assists the Chief Medical Examiner in the determination of the manner of death.
8. Subject to the direction of the Chief Medical Examiner, supervises and trains medical students, pathology residents and pathology fellows or physicians in related training programs, in the principles of forensic medicine. This training includes, but is not limited to, the interrelations and functions of the forensic team investigation of potentially criminal cases. The training may include the recognition, documentation, collection and interpretation of evidence from living or deceased individuals. The theory and practice of interpreting injuries, sudden unexpected death, environmental or work related injuries and the effects of drugs of legal interest are included in their responsibilities.
9. Directs toxicology, pathology and other analysis requests to the appropriate laboratories. Interprets the laboratory results of these and other laboratories for the purpose of diagnosing the cause of death.
10. In the absence of the Chief Medical examiner, supervises the work of the Forensic Autopsy Technicians and the Medical Examiner's Investigators at scenes or at the forensic autopsy. Reviews and monitors their work and safety practices for compliance with the legal, professional and published department standards.
11. Maintains knowledge of the current legal and professional safety standards, ensures compliance with the published safety regulations of the Medical Examiners Office, including those requirements for working with and diagnosing potentially communicable diseases or biohazards; complies with state and federal laws pertaining to notification of the Chief Medical Examiner of any suspected biohazard or communicable disease. Assists the Chief Medical Examiner in the notification of the Department of Public Health, other law enforcement or first responder agencies, and other regulatory agencies.
12. Performs related duties as required or directed.

Job Related and Essential Qualifications:

Knowledge of: federal, state and local laws and regulations governing the operations of the Medical Examiner's Office; professional standards, such as those promulgated by the National Association of Medical Examiners (N.A.M.E.), for the practice of forensic medicine; procedures and techniques of scene investigation, recognition, documentation and collection of trace evidence; medico-legal techniques necessary to determine the cause, circumstances and manner of death, as required by law; procedures and techniques utilized in forensic medicine, including the medico-legal autopsy, the collection of evidence for forensic toxicology and/or DNA testing; methods and procedures for the interpretation of forensic toxicology and laboratory results, and interpretation of histology and clinical chemistry results, especially as associated with the cause and time of death; biohazard and blood borne pathogen standards applicable to forensic medicine, as well as other safety procedures necessary for the safe performance of forensic examinations; procedures and practices related to the gathering of forensic evidence, its processing and correct storage and the performance of forensic autopsies.

Skill and Ability to: examine an injured child or adult and recognize abused individuals; examine victims and suspects for signs of injuries and/or intoxication, document those injuries, collect biological or physical evidence, and interpret injuries as to age, cause, and the degree of force necessary to effect those injuries; recognize those factors that contribute to or alter injuries; maintain the standards of the San Francisco Medical Examiner's Office and the National Association of Medical Examiners; communicate effectively a reconstruction or interpretation of the scene and evidence, the medico-legal autopsy, investigative and observational findings in writing and verbally; testify clearly and concisely at public hearings, courts of law, and before the Grand jury in a professional, neutral, and convincing manner; review and evaluate medical records and related investigative reports; prepare clear, concise and effective written report or communications; speak in a clear and understandable manner appropriate to the understanding of an audience or jury; listen and effectively elicit information; set task priorities and coordinate the work schedule of the Forensic Autopsy Technicians in a logical and productive manner; train and monitor the

performance of staff, fellows and/or physicians in the safe performance of legal medicine and forensic autopsies; use a computer to access and input information as well as to prepare written documents and reports of their examinations and findings.

Experience and Training Guidelines:

Graduation from an approved medical school with possession of an M.D. or D.O. (Doctor of Osteopathy) degree, or the United States accepted equivalent; **AND**

Satisfactory completion of a residency program approved by the Council for Graduate Medical Education in pathology with possession of or eligibility to sit for the examination for board certification in anatomic and/or clinical pathology and the subspecialty of forensic pathology.

Licensure/Certification:

Possession of a valid license as a Physician and Surgeon issued by the California State Board of Medical Examiners.

Possession of or eligibility to sit for the examination in the subspecialty of forensic pathology issued by the American Board of Pathology. If the candidate does not already possess board certification in anatomic and or clinical pathology that has been issued by the American Board of Pathology, s/he must obtain board certification in the primary board certification within two years of employment and in forensic pathology within three years of employment. With the loss of eligibility to sit for the specialty examination, the individual would be considered no longer qualified for the position of assistant medical examiner.

All appointees must possess and maintain a valid California Driver License, class C or higher.

Other Legal Requirements: In accordance with Section 830.35 of the Penal Code, incumbents in this class are legal deputies to the Chief Medical Examiner, and are therefore peace officers Applicants must qualify for peace officer status as set forth in State of California Government Code sections 1031, and must pass a peace officer's background investigation prior to appointment.

Special Requirements: Nature of duties may require sustained physical effort involving manual skill and dexterity, physical ability to lift dead bodies and remove them from the scene of death, and 24-hour "on call" availability to respond to scenes of sudden death or injuries. Work environments may entail exposure to accidental, physical, chemical and/or biological health hazards; unpleasant odors or conditions; frequent exposure to sudden, unexpected and sometimes violent deaths; and exposure to disagreeable elements or situations inherent in this specialized field.

NOTE: This class is exempt from Civil Service appointment under Section 10.104.13 of the City Charter.

Effective Date: 2/20/01

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